

Fire Risk Assessment

Melmerby Village Hall www.melmerbyvillagehall.co.uk

Registered Charity 520345

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Introduction

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is the Melmerby Village Hall Committee.

This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:

- 1 - Identify fire hazards
- 2 - Identify people at risk
- 3 - Evaluate, remove, reduce and protect from risk
- 4 - Record, plan, inform, instruct and train
- 5 - Review

The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the village hall, namely:

Main entrance and foyer

Main hall

Small meeting room

Kitchen

Bar

Main toilets

Disabled toilet

Main corridor

Cleaning cupboard

Hall storeroom

For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, fire fighting and precautionary equipment, escape routes emergency lighting, signs and notices. These are detailed on the following pages.

It is the intention of Melmerby Village Hall Committee to review this policy annually and amend where necessary.

Policy Implemented	January 2017
Signed	<i>Jane Bardsley</i> Chairperson
Review Date	January 2019

1. Fire Hazards: Sources of Ignition, Fuel and Oxygen

The main sources of ignition are:

The various items of electrical equipment located in the kitchen and bar eg cooker, oven, dishwasher, fridges.

Oil fired boiler and water heater in the boiler room.

Electric sockets and lighting located throughout all the hall areas.

The main sources of fuel are:

Any upholstered seating, curtains at each of the main windows, any wooden furniture.

The main source of oxygen is the natural airflow through, doors, windows and other openings. This natural airflow is sometimes supplemented by mechanical means when the Vent-Axia system is used in the kitchen and ceiling fans in the main hall.

2. People at Risk

People who use the hall and may be at risk if there is a fire include:

The Village Hall Management Committee

Local organisations

Contractors

Cleaner

Visitors

Hirers, contractors and visitors who are unfamiliar with the hall layout

Vulnerable people: children; the elderly; people with disabilities (mobility, hearing or vision impairment).

3. Evaluate, remove, reduce and protect from risk

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen and bar, and the oil fired boiler in the boiler room. Combustible materials are kept away from these sources and all equipment and boilers are regularly serviced and maintained in a good state of repair.

Electric sockets and lighting are well maintained.

An evaluation has been carried out of the actual risk to people identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition ie kitchen, bar and boiler room.

The main entrance/foyer, the main hall, kitchen, bar, toilets small meeting room and store room are all at ground floor level and are open to the various escape routes available.

The identified potential hazards comprise the range of electrical equipment contained in the kitchen and bar which are an essential part of the facilities available to the users of the village hall. Removal would not be in the best interests of the village hall or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing, and replacement.

Similarly, the boiler is essential for the comfort and well-being of users of the hall. Potential hazards are minimised through regular servicing.

The cleaner's cupboard contains few materials considered flammable, it is well away from the main sources of ignition and is kept locked.

The village hall operates a No Smoking policy in all areas of the building.

Elsewhere flammable materials are limited to curtains, tables and seating, and generally are kept away from potential hazards.

The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.

A fire alarm system is in place, including smoke detectors, incorporating an alarm bell and manually operated 'break glass' points which are located in the main entrance/foyer, in the main hall and in the main corridor escape route.

Fire extinguishers for particular types of fire are situated in the main entrance/foyer, main hall, kitchen, bar. A fire blanket is located in the kitchen.

There are four main escape routes available at ground floor level and are readily accessible from all parts of the building. All are independent of each other with emergency escape lighting. The main escape routes are (1) via the main entrance (2) via an external door off the side corridor (3) at the rear of the kitchen (4) at the rear of the small meeting room.

Escape routes are all unencumbered and are listed in the accompanying table. All external doors lead to the outside car parking areas that provide open space for safe and easy clearance of the hall.

Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table. Fire exit signs are included on emergency lighting panels throughout the hall as detailed in the accompanying table.

Each fire extinguisher has operating instructions clearly displayed.

All fire prevention and fire fighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

Regular checks are made of water heaters, fridges, emergency lighting, lights, dishwasher, heating & hot water boiler and the fire alarm.

An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system is also checked on an annual basis and a safety certificate obtained. The oil fired boiler is serviced on an annual basis.

The conditions of hire of the village hall state that fire and other exits must not be obstructed. The conditions of hire are shown on the Village Hall website.

4. Record, Plan, Inform, Instruct and Train

A plan showing the general fire safety measures is attached at the end of this document.

The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are summarised in the preceding sections of this report.

This is also shown in spreadsheet form below:

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling).	Open to the air
Oil leak in supply to boiler.	Any combustible materials close to the boilers	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. hob, oven, fridge, kettle)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking accidents	Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob.	Open to the air
Arson	Could be any source	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air

Fire Hazard	Likelihood 1= Low 5= High	Risk to people from fire hazard	Measures to avoid or reduce	
			The hazard	Risk to people
Fire inside the hall	2	Smoke inhalation. Burns. Death.	<p>Ensure sufficient and correct fire fighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate. The location of fire-fighting equipment and exits are clearly marked on a plan of the village Hall, which is published on the notice boards.</p> <p>A test of continued illumination in event of a power failure will be done quarterly. Ensure that village hall furnishings are made of a non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc. Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)</p>	<p>Ensure Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are. Also ensure the hirers know that they must organize a fire martial to check the building has been vacated and that the fire brigade has been called out (as appropriate). Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. The Management Committee tests the ease of access to and through the escape routes and to the assembly points at least once per year and logs the results. Users will be made aware of their responsibilities under the Premises License (via the Booking process).</p>
Fire on the premises outside the Hall.	1	Evacuating people towards the source of the fire		<p>Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is coordinated properly and safely.</p>
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	Electrocution while attempting to put out the fire with water.	<p>A qualified practitioner checks the fixed wiring once every 3 years and portable appliances are checked every year. A Certificate of Inspection will be obtained for each inspection.</p>	<p>Ensure suitable (not water) fire fighting equipment is available close to the likely sources of electrical fires.</p>
Gas leak in supply to oven and	1	Death from explosive combustion and	<p>Ensure that the gas appliances are maintained and tested at least once per year. A safety inspection</p>	

hob		associated damage.	certificate should be obtained after each service.	
Smoking	3	Smoke inhalation. Burns.	A strict No Smoking policy will be enforced throughout the premises.	
Cooking accidents	3	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker and how to cope with oil fires. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.		Ensure hirers are aware of their responsibility to supervise children while inside the Hall.
Arson	1	Smoke inhalation. Burns.	Ensure Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

**Fire Assembly Point:
The Car Park**