

Barroway Drove Village Hall Fire Risk Assessment

The Trustees of Barroway Drove Village Hall recognise their responsibility to ensure the health, safety and welfare at work of all employees and volunteers; and further that a duty extends to all other persons whilst they are on Barroway Drove Village Hall premises. This risk assessment aims to identify the risks associated with a fire breaking out on the premises, to ensure appropriate measures are in place to reduce those risks and to make sure people can escape safely if there is a fire.

Risk Assessment – Record of significant findings		
Risk assessment for	Assessment undertaken by	
Barroway Drove Village Hall 142 The Drove Barroway Drove Downham Market PE38 0AL	Date: 11 th June 2022 Completed by: Vicki Howling (and reviewed by full committee)	
Step 1 – Identify fire hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
The main sources of ignition are various items of electrical equipment located in the kitchen area; the oil-fired boiler located in the storeroom; electrical sockets and lighting located throughout the rest of the premises.	The main sources of fuel are the heating oil tank in the outside storage container; wooden stage, wooden and plastic furniture and curtains plus Christmas decorations and marquees stored under the stage in the main hall; craft materials, paints and cleaning materials stored in the kitchen store cupboard.	The main source of oxygen is natural airflow through doors, windows and other openings.
A more detailed list of sources of ignition, fuel and oxygen, plus a list of fire detection/firefighting equipment, escape routes and emergency lighting can be found at appendix I		

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Step 2 – People at risk

Anyone who visits the Barroway Drove Village Hall could be at risk; this includes trustees, volunteers, hirers and members of the public. People with disabilities (people physical impairments and/or learning disabilities) could be at greater risk because they might not be able to read/hear/see warning signs or evacuate the building quickly.

Step 3 – Evaluate, remove, reduce and protect from risk

Evaluate the risk of the fire occurring	The risk of fire occurring at Barroway Drove Village Hall is considered to be low. Combustible materials are stored away from sources of ignition and all equipment is serviced regularly and maintained in a good state of repair.
Evaluate the risk to people from a fire starting in the premises	Should a fire occur, the risk to people in Barroway Drove Village Hall is considered to be low. The Hall is on one level and there are adequate fire exits and escape routes throughout the building.
Remove and reduce the hazards that may cause a fire	To remove and reduce the risk of a fire breaking out, the following measures have been taken: All electrical equipment is PAT tested in line with government guidance and inspected regularly for signs of damage or general wear & tear. If equipment is found to be faulty it is immediately taken out of use and labelled accordingly. All non-essential electrical equipment is turned off when not in use and at night or when the premises is not occupied. Combustible materials are stored away from sources of ignition. Rubbish is disposed of correctly and efficiently. All doors and windows are closed at night or when the building is not occupied.
Remove and reduce the risks to people	To remove and reduce the risk to people the following measures have been taken: A Fire Detection System is installed and checked regularly. Firefighting equipment is in place and is checked regularly;

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<p>from a fire</p> <p>Additional measures to further reduce the risk</p>	<p>operator instructions are clearly displayed on all firefighting equipment. Signs explaining what to do in the event of a fire, including where escape routes and firefighting equipment are located, are clearly displayed on the premises. All Trustees, volunteers, contractors, hirers and visitors to the Hall are made aware of emergency procedures i.e. what to do in the event of a fire, including where escape routes and firefighting equipment are located. See appendix II</p> <p>The fire risk assessment will be reviewed yearly.</p>	
Assessment review		
<p>Assessment/review date June 2023</p>	<p>Completed by</p>	<p>Signature</p>
<p>Review outcome (where substantial changes have occurred a new record sheet should be used)</p>		

Notes:

- (1) The risk assessment record of significant findings should refer to other plans, records or other documents as necessary.
- (2) The information in this record should assist you to develop an emergency plan; co-ordinate measures with other 'responsible persons' in the building; and to inform and train staff and inform other relevant persons.

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LOCATION	Sources of ignition, fuel and oxygen	Fire detection, firefighting and precautionary equipment	Escape routes	Emergency lighting, signs and notices
Entrance Hall	Electric sockets and lighting. Carpet. Wooden and plastic furniture. Notice boards. Dried flower display.	Fire detection equipment control panel. Fire extinguisher (foam)	Via main doors	No smoking sign. Location of emergency exits and firefighting equipment. Procedures in case of fire. Illuminated signage above escape route. Fire risk assessment. Health & Safety Policy. Hiring Agreement. Fire extinguisher information.
Men's Toilets	Electric lighting	None	Via main entrance	None
Ladies Toilets	Electric lighting	None	Via main entrance	None
Main Hall	Electric sockets and lighting. Wooden and plastic furniture. Wooden stage. Curtains. Cushions. Notice boards. Pictures in frames. Combustible materials (marquees & Christmas decorations) stored under stage. Display screen.	Fire alarm points Fire extinguishers (one foam and one carbon dioxide).	Via emergency escaper doors located on back and side walls of main hall or via main entrance (though entrance hall).	Emergency lighting above escape routes.

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Kitchen	Electric cookers and power supply. Electric sockets and lighting. Kettles. Water heater. Microwave. Fridge.	Fire blanket. Fire extinguisher (one carbon dioxide). Circuit breaker.	Via main entrance (though entrance hall) or via back door (though store room).	Fire exit signs above escape routes. Reminders to turn off equipment when not in use.
Store room	Boiler. Electric sockets and lighting.	None	Via kitchen. There is an exit from Store Room to car park but this is kept locked for security reasons. However, this door must be unlocked if the bar area is in use. (see below)	None
Bar area	Electric sockets and lighting. Fridge. Freezer.	None	Via back door (this door must be unlocked when bar area is in use and temporary signage to be used to indicate additional exit)	Temporary signage stored in bar area and displayed on Store Room door when bar area in use.
Storage Container. (This is completely separate from the main building)	Heating oil in storage tank. Tins of paint. Wooden tables. Plastic chairs.	None	Though entrance door.	None
Car park and Playing-field	Parked cars.	Ashtray for cigarette ends on outside wall.	n/a	None