

Fire Risk Assessment for Otterhampton Village Hall

Date of Assessment July 2017

Risk Assessment Produced by the Committee

A review of the Fire Risk Assessment should be carried out annually and whenever a material change to the building or its usage takes place.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1. ELECTRICAL SOURCE OF IGNITION

NO:	GENERAL	YES / NO	RESULT
1.1	Reasonable measures taken to prevent fires of an electrical origin	Yes	Yes
1.2	Fixed installation inspected and tested	Yes / No	2017 annually
1.3	Portable Appliance Testing	Yes / No	Yes annually
1.4	<p>Policy on use of personal electrical appliances</p> <p><u>ELECTRICAL APPLIANCE SAFETY:</u> The HIRER shall ensure that any electrical appliance brought in by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the ELECTRICITY AT WORK REGULATION 1989. Any damage caused to the Village Hall as the result of electrical appliances brought into the Village Hall shall be the responsibility of the Hirer.</p>	Yes – By Hirer	OVH Standard Conditions of Hire

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2. SMOKING

NO:	GENERAL	YES / NO	RESULT
2.1	Reasonable measures taken to prevent fires as a result of Smoking. The HIRER shall ensure that NO SMOKING or vaping (E-cigarettes) allowed anywhere inside the Village Hall or the Hall Porch area.	Yes – By Hirer	OVH Standard Conditions of Hire
2.2	Smoking banned in the building	Yes	No smoking & Vaping signs in place
2.3	Approved signage displayed	Yes	Yes
2.4	Arrangements for those who smoke: A cigarette stub box is provided on the wall outside the Village Hall	Yes	Yes

3. PORTABLE HEATERS

NO:	GENERAL	YES / NO	RESULT
3.1	No portable heaters to be used, main heating is provided by radiators. Hot water is provided by electric heater. <u>NO PORTABLE LIQUID PROPANE OR LPG HEATING APPLIANCES SHALL BE USED.</u>	Yes – By Hirer	OVH Standard Conditions of Hire

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4. COOKING

NO:	GENERAL	YES / NO	RESULT
4.1	Suitable extinguishing appliances available	Yes	Yes. Checked by Keith Preston and annually Ball Fire Protection
4.2	Hazards observed	Yes – By Hirer and Committee	Yes

5. OTHER SIGNIFICANT IGNITION SOURCES – Portable Equipment (PAT Test)

NO:	GENERAL	YES / NO	RESULT
5.1	Vacuum Cleaners	Yes	Yes
5.2	Kettles	Yes	Yes
5.3	Urn	Yes	Yes
5.4	Microwave	Yes	Yes

6. ARSON

NO:	GENERAL	YES / NO	RESULT
6.1	Is there an absence of fire load material in close proximity to building or available for ignition by outsiders	Yes	Monthly check. Users aware of suitable place to store rubbish etc.
6.2	Wheelie bin placed near building – rubbish and recycling	Yes	Rubbish & recycling bin is sited next to the oil tank on private land.

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FIRE PROTECTION MEASURES

7. MEANS OF ESCAPE

NO:	GENERAL	YES / NO	RESULT
7.1	Premises provided with reasonable means of escape	Yes	Yes
7.2	Adequate provision of escape routes	Yes	Yes
7.3	Reasonable means of escape for disabled people	Yes	On ground floor only
7.4	Are escape routes clear and unobstructed	Yes – By Hirer Yes – By Committee	OVH Standard Conditions of Hire Neighbours to be contacted as their garden gate is locked although garden area adequate for immediate place of safety
7.5	Hazards Noted	Yes	Reviewed during monthly fire checks
7.6	Do all emergency fastening devises to fire exits work correctly	No – fire door in main hall needs fixing. Not locking properly	Door being fixed.
7.7	Do all opening doors work correctly	Yes	Yes

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8. ESCAPE AND EMERGENCY LIGHTING

NO:	GENERAL	YES / NO	RESULT
8.1	Escape lighting complies with regulations	Yes	Yes
8.2	Are all luminaries and illuminated signs adequate and in good working order?	Yes	Yes
8.3	Does the emergency lighting system seem to be working	Yes	Yes
8.4	Is the system energised at least once a month	Yes	By Amber Austin

9. FIRE SAFETY SIGNS AND NOTICES

NO:	GENERAL	YES / NO	RESULT
9.1	Are there sufficient notices that display the action to be taken in case of a fire?	Yes	Yes
9.2	Are there notices that display the location of the assembly point?	Yes	Yes
9.3	All extinguishers and notices have photo-luminescent signage	Yes	Yes

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10. FIRE ALARM SYSTEMS

NO:	GENERAL	YES / NO	RESULT
10.1	Type of fire alarm system installed	Yes	Firetrax Professional
10.2	Is the alarm tested at least once a week for function?	Yes	By Keith Preston
10.3	Does a competent person test the fire alarm quarterly or annually?	Yes	6 monthly – January and July By: CJG Fire Protection
10.4	Are there sufficient call points	Yes	Yes
10.5	Name of Fire Alarm contractor	Yes	CJG Fire Protection – James Elson
10.6	Where is the main control panel situated	Yes	Inside the front door on the left
10.7	Are the results of the fire alarm tests recorded in a log book	Yes	By Keith Preston
10.8	Is a plan showing fire alarm zones sited next to the alarm panel	Yes	Yes on notice board in entrance corridor

11. MANUAL FIRE EXTINGUISHING APPLIANCES

NO:	GENERAL	YES / NO	RESULT
11.1	Reasonable provision of portable extinguishers	Yes	Yes
11.2	Have all extinguishers photo-luminescent signage	Yes	Yes
11.3	Is a fire blanket available in the kitchen	Yes	Yes

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11.4	Does a competent person check the fire fighting equipment at least once a year?	Yes	Ball Fire Protection

MANAGEMENT OF FIRESAFETY

PROCEDURES AND ARRANGEMENTS

NO:	GENERAL	YES / NO	RESULT
12.1	Persons responsible for fire safety	Yes	Keith Preston and Amber Austin
12.2	Appropriate fire procedure in place	Yes	OVH Standard Conditions of Hire

12. TESTING AND MAINTENANCE

NO:	GENERAL	YES / NO	RESULT
13.1	Annual servicing of fire extinguisher equipment	Yes	May each year by Ball Fire Protection
13.2	Regular testing routines in place for emergency lighting system	Yes	By Amber Austin
13.3	Routine checks on final exit doors	Yes	By Amber Austin
13.4	Regular inspections of premises	Yes	By Amber Austin

13. OTHER FIRE RISKS

NO:	GENERAL	YES / NO	RESULT
14.1	Are flammable liquids used or stored on the premises, if yes what materials are stored?	Yes	Oil tank outside

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14.2	Is the use of extension leads and multi-point adaptors kept to a minimum?	Yes	Yes
14.3	Are there any other matters that give cause for concern?	No	No