

## Upton Village Hall Fire Safety Risk Assessment – 12th December 2014

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### A. Background

The original Assessment was carried out in April 2009 to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. It followed the guidance and format given in the HSE Guide "Fire Safety Risk Assessment in Small and Medium Places of Assembly". The original assessment was reviewed in detail in April 2010.

For the assessment in 2014, as in 2013, 2012 and 2011, the procedure adopted was to review the previous assessment on paper, highlighting areas of the hall (see section C) where either :-

- physical changes had taken place since December 2013, or
- where operational procedures had changed, or
- where there was thought to be a possibility of increased risk.

On site, the affected areas were inspected and the findings recorded. The actions from the 2013 review were also checked. For reference if required, the detailed 2010 assessment is reproduced at the end of the 2011 report.

This 2014 report will START with the actions that were identified as a result of the physical inspection – the supporting notes will follow.

### B. Actions Identified during 2014 Assessment

#### Bi. Actions requiring IMMEDIATE attention.

1. In the utility room, a Ni-Cd battery had been left to charge – the battery and charger were in the UVH cupboard and the charger was plugged into the electrical socket under the Distribution Board. The warning signs on the battery clearly state that the battery must NOT be overcharged, and that charging should take between 5 and 7 hours. I had no way of knowing how long the battery had been charging so I switched it off.

If charging the battery on site is to continue then :-

- a) the charger needs to be PAT tested in January 2015 (it does not have a PAT test sticker at the moment)
- b) a system needs to be devised that will ensure that the battery is not overcharged, and will record when charging started, so that other people know whether to turn it off or not.

#### Bii. Actions requiring completion before the next Board meeting in February 2015

1. **ALL** Furniture store. Is the old wooden coat rack from meeting room still needed? If yes, it should be stored safely. If no, then disposed of. Initially reported Dec 2013. **Review when moving chairs for carol concert 19<sup>th</sup> Dec.**

2. Boiler room

2a. **SC** One tea urn (which had no plug in Jan 2014) has had its plugged replaced – needs PAT test in Jan 2015.

2b. **ND / JJ** Old rubbish bins (from the toilets) need removing.

3. **ND** Utility room. There was a very heavy tin of Bituminous Barn Paint near the sink.

4. **SC** Kitchen. The water boiler has been replaced this year, hence it has no PAT sticker.

5. **SC** Jackson's visit on 7<sup>th</sup> Jan 2014

5a. Take home portable Fire Exit sign (on Monday 5<sup>th</sup> Jan) and charge overnight, ready for testing on the Wednesday morning

5b. Add the following to PAT list :-

Fan heater, steam cleaner, two circulation fans, battery charger. IN 2016, window cleaning gadget

End of 2014 actions

### C. Supporting procedures – identification on paper of change since last review

Of the changes noted below, the possible build up of grease in the cooker hood represents an increased risk ON PAPER. New (less than a 2 years old) electrical equipment should not constitute an increased risk. All other changes are either neutral, or reduce the risk of fire.

#### Ci. Physical changes since Dec 2013 – Identify Fire Hazards

##### *Area 1 (side door, lobby, kitchen, boiler room, drama store, broom cupboard)*

The cooker hood has been in use for a further 12 months since the last review, so grease MIGHT have built up – possible increased risk ON PAPER. **When inspected, the cooker hood was spotlessly clean.**

The fan heater stored in a cupboard behind the bar is now 2 years old. **Needs to be PAT tested for the first time in January 2015.**

##### *Area 2 (main hall, foyer, toilets, furniture store, exterior)*

For 2014, as in 2013, the Xmas tree was placed in the main hall, in the back corner on the right, rather than in the foyer. **Interior Christmas tree lights were PAT tested in January 2014 and will be tested annually.**

Exterior Christmas lights on a timer have been fitted for the first time. **Belong to UDS.**

Two fans kept in furniture store are now 2 years old. **Need to be PAT tested for the first time in January 2015.**

Drama Society are starting to replace their traditional spotlights with LED lights, which do not get so hot – reduced fire risk. UVH will start trialling LED lights in late 2014/early 2015 with a view to replacing all the main hall lights in summer 2015. Reduced fire risk.

##### *Area 3 (stage, lofts, meeting and utility rooms)*

Steam cleaner in Jane's cupboard is now 2 years old. **Needs to be PAT tested in for the first time in January 2015.**

**New Karcher window cleaning device will need PAT testing in January 2016.**

#### Cii. Changes since December 2013 – People Likely to be at Risk

The Friday Lunch Club was launched in September 2014 – once a fortnight, approx 60 people (over the age of 65) attend for lunch. There are approx 10 volunteers helping at each session many of whom are existing users already familiar with the building layout, so there should be no increased risk.

#### Ciii. Changes since December 2013 - Evaluate, remove, reduce and protect from risk

Several users took up the offer to have their equipment PAT tested in January 2014. This offer will be repeated in January 2015.

#### Civ. Changes since December 2013 - Record, Plan, Inform, Instruct and Train

None identified.

All significant actions from 2013 have been completed.

#### Matters arising re 2013 report

The Carpet tiles in the boiler room are used for kneeling on when the boiler or pilot light need attention.

In January 2014, Jackson's advised that items need to be PAT tested once they are 2 years old (not one year as I thought), so several new items that were mentioned in the December 2013 report as needing to be tested in January 2014 will actually be tested for the first time in January 2015.

end of 2014 report