

## Upton Village Hall Fire Safety Risk Assessment – 11th December 2015

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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 subsequent years, 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 the last Fire Risk Assessment, 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 last review were also checked. For reference if required, the detailed 2010 assessment is reproduced at the end of the 2011 report.

This 2015 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 2015 Assessment

#### Bi. Actions requiring IMMEDIATE attention.

None identified.

#### Bii. Actions requiring completion before the next Board meeting in February 2016

##### 1. Furniture store.

**1a. ALL** Although not a problem at the moment, care must be taken (when storing large tables and staging) not to block the ventilation slats from the sound system in the main hall.

**1b. ALL** Large wooden tubes on the left near the light switch – are they required ?

##### 2. Boiler room

**2a. ND** Carpet squares used for kneeling should be kept further away from the boiler.

**2b. ND** Four squares of wood should NOT be in the boiler room at all.

**2c. ND** Old radiator grill and box of electrical components be stored elsewhere if still needed.

3. Users' broom cupboard. **JJ**. On the day of inspection, there were several full black bin bags (the outside bins were also full). Since inspection, these bags have been removed.

4. Utility room. **JJ/ND**. In sink area, broken catch from serving hatch and broken recycling bin lid should be disposed of.

##### 5. **SC** Jackson's visit on 6<sup>th</sup> Jan 2016

5a. Take home portable Fire Exit sign (on Monday 4<sup>th</sup> Jan) and charge overnight, ready for testing on the Wednesday morning

5b. Add the following to PAT list :-

Window cleaning gadget (if it is mains powered);

fan heater found in UVH cupboard PAT date 2010 – not seen before

End of 2015 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 2014 – 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.**

There were fewer empty boxes on top of the alcohol storage cupboard – reduced risk.

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

For 2015, as in 2014, the Xmas tree was placed in the main hall, in the back corner on the right, rather than in the foyer.

Drama Society are starting to replace their traditional spotlights with LED lights, which do not get so hot – reduced fire risk. All the main hall lights were replaced by LEDs in summer 2015. Reduced fire risk.

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

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

Understage area was tidy.

#### Cii. Changes since December 2014 – People Likely to be at Risk

No new major user groups.

#### Ciii. Changes since December 2014 - 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 every year.

#### Civ. Changes since December 2014 - Record, Plan, Inform, Instruct and Train

None identified.

All significant actions from 2014 have been completed.

end of 2015 report