

Upton Village Hall Fire Safety Risk Assessment – 9th December 2016

Sandra Clarke (H and S Officer)

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 2016 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 2016 Assessment

Bi. Actions requiring IMMEDIATE attention.

At the time of inspection (9/12/16), the front of the boiler had been removed – it seemed to be buckled and could not be refitted by UVH personnel. Before these notes were issued, an engineer was called out to rectify a fault with the boiler (4/1/17), and the front cover was repositioned correctly.

Bii. Actions requiring completion before the next Board meeting in February 2017

1. **SC** Jackson's visit on Friday 6th Jan 2017 (at 1000)

1a. Take home portable Fire Exit sign beforehand and charge overnight, ready for testing on the Friday morning

1b. Add the following to PAT list :-

Kettle and leads found in kitchen cupboard

Single socket extension lead in UVH cupboard (not seen before)

Fan heater found in UVH cupboard Dec 2015 (could not be located for PAT test Jan 2016)

Upholstery cleaning machine

(For 2018 – new freezer in bar area)

Biii. Actions ongoing throughout the year to maintain lower risk

1. Furniture store.

1a. **ALL** Continue to take care (when storing large tables and staging) not to block the ventilation slats from the sound system in the main hall.

2. Boiler room

2a. **ALL** Continue to keep carpet squares used for kneeling by the tea urns.

2b. **ALL** Keep boiler room clear of old equipment (store elsewhere or dispose of)

3. Broom cupboard

3a. **ALL** Continue to keep number of empty cardboard boxes to a minimum

End of 2016 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 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 2015 – 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 clean.**

The reduction in the number of empty cardboard boxes on top of the alcohol storage cupboard has been maintained throughout the year – no change in risk cf. 2015.

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

For 2016, as in 2015, 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.

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

New upholstery cleaning device will need PAT testing in January 2017.

Tidiness of UVH cupboard much improved – paints and varnishes are now stored elsewhere.

Cii. Changes since December 2015 – People Likely to be at Risk

No new major user groups.

Ciii. Changes since December 2015 - Evaluate, remove, reduce and protect from risk

In Jan 2016, only SC had personal equipment PAT tested, despite invitation sent to other users. For Jan 2017, invitation was not sent – only UVH equipment will be PAT tested.

Civ. Changes since December 2015 - Record, Plan, Inform, Instruct and Train

None identified.

All significant actions from 2015 have been completed.

end of 2016 report