

## Upton Village Hall Fire Safety Risk Assessment – 8th December 2017

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.

Cheshire Fire Service visited the hall on 27<sup>th</sup> October 2017 to do a Fire Safety Audit – see separate notes.

This 2017 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 2017 Assessment

#### Bi. Actions requiring IMMEDIATE attention.

None identified.

#### Bii. Actions requiring completion before the next Board meeting in February 2018

1. **SC** Jackson's visit on Wednesday 3rd Jan 2018 (at 1000)
  - 1a. Take home portable Fire Exit sign beforehand and charge overnight
  - 1b. Add the following to PAT list :-
    - New freezer in bar area (if classified as "portable")
    - For 2019, 2 vertical fans purchased summer 2017
  - 1c. Ask for advice re possible "Break Glass" alarm system
2. **SC** Outcomes from Fire Safety Audit – more regular checking of Emergency Lighting, better display of Fire Safety for Visitors notices, escape route form Meeting Room, external lighting if power loss

#### 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 2017 actions

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### 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 2016 – 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.** During the Fire Safety Audit on 27<sup>th</sup> October, Cheshire Fire Service suggested checking inside the cooker hood and ducting, not just the grille. **The ducting that could be seen was clean.** The extractors are mainly used for extracting steam, rather than oily cooking fumes, so deep cleaning should not be necessary.

The boiler room door is now kept locked (key 17 in key safe). This should prevent unauthorised access and reduce the risk of combustible material being left in the boiler room. In April 2018, work will be done in the boiler room to change the hot water system – if more storage space is created, will need an extra Risk Assessment to ensure that no combustible material is stored in the boiler room.

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. 2016.

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

For 2017, as in previous years, 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)*

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

#### Cii. Changes since December 2016 – People Likely to be at Risk

No new major user groups.

#### Ciii. Changes since December 2016 - Evaluate, remove, reduce and protect from risk

Users are not responding to invitation to have their items tested - only UVH equipment will be PAT tested.

#### Civ. Changes since December 2016 - Record, Plan, Inform, Instruct and Train

From Cheshire Fire Service :-

Test Emergency Lighting monthly and RECORD outcomes.

Display “Fire Action for Visitors” more clearly and ensure all users are INFORMED.

Any remedial work required to bring electrical circuits up to standard should be actioned promptly and documented clearly (PLAN and RECORD).

Make other trustees aware of basic Fire Risk Assessment process (INSTRUCT).

end of 2017 report