

Upton Village Hall Fire Safety Risk Assessment – 7th and 14th December 2018

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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 2018 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 2018 Assessment

Bi. Actions requiring IMMEDIATE attention.

None identified.

Bii. Actions requiring completion before the next Board meeting in February 2019

1. **SC** Dee Fire visit on Friday 4th Jan 2019
 - 1a. Take home portable Fire Exit sign beforehand and charge overnight
 - 1b. Add the following to PAT list
 - 2 vertical fans purchased summer 2017
2. **IH** Consider removal of White Spirit found in UVH cupboard.

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** Keep boiler room clear of old equipment (store elsewhere or dispose of)
(After "3 Phase" project in April 2018, some changes were made to the floor level in the Boiler Room. A further project will consider creating a new entrance to the boiler room, and a separate new storage area, which will make this action redundant.)
3. Broom cupboard
 - 3a. **ALL** Continue to keep number of empty cardboard boxes to a minimum.
(The inspection took place shortly after the week of the Drama Society production. Extra waste cupboard was being stored in a bin as a temporary measure, well away from any ignition source).

End of 2018 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 2017 – Identify Fire Hazards

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

Completion in April 2018 of project to provide 3 Phase electricity to the kitchen. New wiring and distribution boards. No increase in risk.

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 and the ducting were clean.** The extractors are mainly used for extracting steam, rather than oily cooking fumes, so deep cleaning should not be necessary.

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. 2017.

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

For 2018, 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. **One bottle of White Spirit found in 2018.**

Possible project (using legacy funds) in 2019 to replace MORE stage lights with LEDS – will reduce risk.

Cii. Changes since December 2017 - People Likely to be at Risk

No new major user groups.

Ciii. Changes since December 2017 - 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 2017 - Record, Plan, Inform, Instruct and Train

Matters arising from Cheshire Fire Service in October 2017 have been addressed.

end of 2018 report