

Upton Village Hall Fire Safety Risk Assessment – 16th December 2019

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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 2019 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 2019 Assessment

Bi. Actions requiring IMMEDIATE attention.

None identified.

Bii. Actions requiring completion before the next Board meeting in February 2020

1. **SC** Dee Fire visit on Monday 6th Jan 2020

1a. Take home portable Fire Exit sign beforehand and charge overnight

1b. Add the following to PAT list

New urn first used Carol Concert 2018

Microwave (for Jan 2021; tested before installation in late 2019)

2. **IH/PP** Consider removal of the following found in UVH cupboard in Utility Room: -

White spirit

Bitumen Edging / Jointing Spray

Pothole repair material

Black multi-surface paint and used brush

3. **IH/JJ** Consider new annual task of cleaning extractor fans in all 4 toilets (after publicity about danger of dust build up in spin driers and washing machines) – ensure electrical supply is switched off before cleaning as fans are movement activated.

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).

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3. Broom and kitchen storage (new layout, larger area, more shelving)

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

End of 2019 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 ONE year 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 2018 – Identify Fire Hazards

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

Boiler room has been reduced in size since the last inspection. Door to boiler room is kept locked, with key in key safe with code known only to Trustees. Reduced risk of unauthorised access.

Broom “cupboard” has been expanded to a walk-in storage area. No extra storage of hazardous or flammable items.

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. 2018.

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

For 2019, 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.

New project in 2020 to renew stage lighting using LEDs which will not get so hot – reduced risk.

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

Tidiness of UVH cupboard improved – paints and varnishes are now **meant to be** stored elsewhere. **See list on page 1 of items found in 2019.**

Cii. Changes since December 2018 - People Likely to be at Risk

No new major user groups.

Ciii. Changes since December 2018 - Evaluate, remove, reduce and protect from risk

New Booking Policy mentions PAT testing for users’ own equipment.

Civ. Changes since December 2018 - Record, Plan, Inform, Instruct and Train

Risk Assessment online course via our insurers (completed by SC, 2019). UVH are already following most of the recommended procedures for a hall of this size. Suggest record any training given to users by UVH and ask attendees to sign.

end of 2019 report