

## Upton Village Hall Fire Safety Risk Assessment – 16th August 2020

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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 is an interim report required before the hall can re-open after the closure due to COVID-19. A "normal" Risk Assessment and "monthly" check will be completed at the same time. The Fire Safety Risk Assessment will be repeated at its usual timing in December 2020.

The 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 August 2020 Assessment

#### Bi. Actions requiring IMMEDIATE attention.

None identified.

#### Bii. Actions requiring completion before the hall can re-open

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** Add cleaning of extractor grid in the kitchen ceiling above the dishwasher to the list of annual jobs

#### 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 in proposed "holding area" or dispose of).

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 August 2020 actions

## Upton Village Hall Fire Safety Risk Assessment – 16th August 2020

### 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 and extractor grid in the kitchen ceiling above the dishwasher 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.

**New COVID-19 guidelines require increased ventilation in the form of internal doors, external doors and windows being kept OPEN while the hall is in use, and the INTERNAL doors being kept open at all times to minimise contact with the door handles. This does not increase the risk of a fire occurring, but will increase the risk of a fire spreading.**

Note that the only Fire DOOR in the building is the boiler room door and that is kept locked.

#### Ci. Physical changes since Dec 2019 – Identify Fire Hazards

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

**The kitchen will remain CLOSED when the hall re-opens on 7<sup>th</sup> September. A separate Fire Safety Risk Assessment of the kitchen only will take place before the kitchen is re-opened for use.**

Cooker hood and extractor grid not checked for this inspection.

**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)*

No changes

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

Stage lighting project – replacing older lights with new LEDS. Lower risk of overheating.

**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 2019 - People Likely to be at Risk

No new major user groups.

#### Ciii. Changes since December 2019 - Evaluate, remove, reduce and protect from risk

Stage lighting project – replacing older lights with new LEDS. Lower risk of overheating.

#### Civ. Changes since December 2019 - Record, Plan, Inform, Instruct and Train

No changes.

end of August 2020 report