

Upton Village Hall Annual Fire Safety Risk Assessment – 10th December 2021

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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.

The previous two reports were interim reports required before the hall could re-open on September 7th 2020 after the first closure due to COVID-19, and before the hall could re-open on 12th April 2021 after its third closure.

This Fire Safety Risk Assessment was undertaken at its usual timing in December 2021.

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 December 2021 Assessment

Bi. Actions requiring IMMEDIATE attention.

1. UVH Cupboard in Utility Room

IH/PP please remove White Spirit and large tin of black paint to Storage Container.

Bii. 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. (10/12/21 All OK.)

2. Boiler room

2a. **ALL** Keep boiler room clear of old equipment (store in proposed "holding area" or dispose of). (10/12//21 No old equipment or waste material in boiler room itself).

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

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

(10/12/21 inspection took place after the Drama production and after a Christmas party, but before the next waste collection. Empty bottles and empty cardboard boxes were present, but had been stored neatly without blocking access to the boiler room).

End of December 2021 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 and extractor grid in the kitchen ceiling above the dishwasher represents an increased risk ON PAPER (although kitchen was not used for cooking between March 2020 and September 2021, just for serving out Meals on Wheels).

New (less than ONE year old) electrical equipment should not constitute an increased risk.

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 April 2021 – Identify Fire Hazards

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

Cooker hood and extractor grid not checked for this inspection.

December 2021 - The electrical double socket next to the Instanta boiler was showing signs of heat damage and has been replaced recently.

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, especially as there have been far fewer social events since the hall re-opened in May 2021 – no change in risk cf. 2018.

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

Check extractors in all toilets

December 2021 - Hand gel dispensers now fitted on various walls, plus two more portable bottles. None are near ignition sources, nor in areas where they may get too hot.

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

Stage lighting project has now been completed – replacing older lights with new LEDS. Lower risk of overheating.

Improvement in tidiness of UVH cupboard has been maintained – paints and varnishes are now **meant to be** stored elsewhere (although some paint and white spirit were found in the cupboard 10/12/21 – see actions).

December 2021 – a large container of Hand Gel (60% alcohol – marked as Highly Flammable) is now stored the caretaker's cupboard, away from any ignition sources. This container will be used regularly to top up the smaller dispensers – it would be impractical to remove this item to the storage container outside).

Cii. Changes since April 2021 - People Likely to be at Risk

No new major user groups. Larger groups have been restarting at the hall from September 2021, for the first time since March 2020.

Ciii. Changes since April 2021 - Evaluate, remove, reduce and protect from risk

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

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

No changes.

end of December 2021 report