

Upton Village Hall INTERIM Fire Safety Risk Assessment – 8th April 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 report was an interim report required before the hall could re-open on September 7th 2020 after the first closure due to COVID-19. This second interim report was required before the hall could re-open on 12th April 2021 after its third closure. A "normal" interim 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 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 April 2021 Assessment

Bi. Actions requiring IMMEDIATE attention.

None identified.

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.

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 April 2021 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 and extractor grid in the kitchen ceiling above the dishwasher represents an increased risk ON PAPER (although kitchen has not been used for cooking since March 2020, just for serving out Meals on Wheels).

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.

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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 August 2020 – 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 12th April. A separate Fire Safety Risk Assessment of the kitchen only will take place before the kitchen is re-opened for use (possibly June 2021).

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, especially as there have been no social events since March 2020 – 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 has now been completed – 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.

Cii. Changes since August 2020 - People Likely to be at Risk

No new major user groups. Hall has not been used by larger groups since March 2020.

Ciii. Changes since August 2020 - Evaluate, remove, reduce and protect from risk

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

Civ. Changes since August 2020 - Record, Plan, Inform, Instruct and Train

No changes.

end of April 2021 report