

Fire Risk Assessment

Brandeston Village Hall



REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:

Brandeston Parish Council

Address : The Street

Town : Brandeston

Post Code : IP13 7AE

Person(s) consulted: Terry

Assessor: Tim Randell CFIOSH

Date of fire risk assessment: 18th December 2023

Suggested date for review: December 2024

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

INTRODUCTION

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

This Fire Risk Assessment was undertaken by Safetyboss Ltd.

This risk assessment looks at sources of ignition and the procedures in place to prevent a fire starting. It then looks at the precautions in place to evacuate the premises safely and prevent the spread of fire.

Whilst every care has been taken to undertake a full and comprehensive review of all accessible areas of the buildings, it is inevitable that some areas, such as voids have not been seen. The items noted are a reflection of the conditions on the day of the visit and highlight the need for continuing inspections to be carried out by designated responsible persons

This assessment should be retained with the fire log-book and these records made readily available to any authorised person.

The assessment should be reviewed if:

- A change of work practice occurs.
- A significant change of staff occurs.
- Any structural or material changes take place.
- A change in fire precautions is made.
- A fire or near miss incident of fire occurs.

- As stated on the front cover not exceeding 12 months.

All matters in the Action Plan should receive earliest attention.

The questions of the fire risk assessment are answered using a RAG (Red – Amber – Green) system. Please see below for the details of the key:

Red = Further action required, see action plan.

Amber = Requires improvement.

Green = Adequate control measures/ management (Recommendations may be advised).

Questions which are not relevant or applicable have been left blank.

The size of the hall is approximately 100 Square Metres. With the current number of exits and width of doors and existing furniture, the hall can accommodate a maximum of 100 seated and 200 standing

The size of the annexe is approximately 25 Square Metres – this can be used for 25 seated and 50 standing

GENERAL INFORMATION

1. THE PREMISES

| | |
|--|-------------------|
| Number of buildings and floors: | 1 |
| Approximate floor area: | 140 Sq metres |
| Build Date: | 2005 |
| Wall Construction (Exterior): | Brick and timber |
| Wall Construction (Interior): | Plaster and block |
| Floor Construction: | Wood block |
| Roof Type: | Tiled |
| Use of premises: | Community use |

2. THE OCCUPANTS

Approximate maximum number of persons at any one time:

| | |
|--|---------------|
| Approximate number of employees at any one time: | 10 Volunteers |
| Maximum number of members of public at any one time: | 100 |
| Maximum number of contractors at any one time: | 1 |

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

| | |
|---|---|
| Sleeping occupants: | 0 |
| Disabled occupants: | 0 |
| Occupants in remote areas and lone workers: | 0 |
| Young persons: | 0 |

4. FIRE LOSS EXPERIENCE

| | |
|---|------|
| Has a fire occurred previously at these premises? | None |
|---|------|

5. OTHER RELEVANT INFORMATION

None

6. RELEVANT FIRE SAFETY LEGISLATION

The following fire safety legislation applies to these premises:

**Regulatory Reform Act 2001 enabling;
Regulatory Reform (Fire Safety) Order 2005
Equalities Act 2010
Building Regulations Part B
Fire Safety Act 2022**

FIRE HAZARDS AND THEIR ELIMINATION AND CONTROL

| 7. ELECTRICAL SOURCES OF IGNITION | Red – Amber - Green |
|---|---------------------|
| 7.1 Reasonable measures taken to prevent fires of electrical origin? | |
| 7.2 More specifically: | |
| Fixed installation periodically inspected and tested? | |
| Date/Contractor: 2021 | |
| Portable appliance testing carried out? | |
| Date/Contractor: April 2023 EFP | |
| Suitable policy regarding the use of personal electrical appliances? | |
| Suitable limitation of trailing leads and adapter? | |
| <p>Comments:</p> <p>General standards are good – little equipment ever brought from home – users of the hall may bring electrical equipment onto the premises such as a disc player.</p> <p><i>Relevant code of practice/Guidance Document(s): British Standard (BS) 7671:2008 + A1:2011 Requirements for Electrical Installations – Seventeenth Edition Incorporation amendment No1: 2011: IEE Wiring Regulations specifies the frequency for Periodic Certification of Fixed Electrical Wiring. IET - Code of practice for in-service inspection and testing of electrical Equipment. HSE HSG 107 Maintaining Portable Electrical Equipment.</i></p> | |

| 8. SMOKING | Red – Amber – Green |
|--|---------------------|
| 8.1 Reasonable measures taken to prevent fires as a result of smoking? | |
| 8.2 More specifically: | |
| Smoking prohibited in the building? | |
| Statutory 'No Smoking' signs displayed? | |
| Suitable arrangements for those who wish to smoke? | |
| This policy appeared to be observed at time of inspection? | |
| <p>Comments:</p> <p>No evidence of smoking in the premises</p> | |

| 9. ARSON | Red – Amber – Green |
|---|---------------------|
| 9.1 Does basic security against arson by outsiders appear reasonable? (Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, then separate security advice should be obtained). | |
| 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? | |
| <p>Comments:</p> <p>Low fire risk from waste bins – little waste generated apart from events such as the pop-up pub and similar events such as the fete</p> | |

| 10. PORTABLE HEATERS AND HEATING INSTALLATIONS | Red – Amber – Green |
|---|---------------------|
| 10.1 Is the use of portable heaters avoided as far as practicable? | |
| 10.2 If portable heaters are used: | |
| Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? | |
| Are suitable measures taken to minimize the hazard of ignition of combustible materials? | |
| 10.3 Are fixed heating installations subject to regular maintenance? | |
| Comments: | |

| 11. COOKING | Red – Amber - Green |
|---|---------------------|
| 11.1 Are reasonable measures taken to prevent fires as a result of cooking? | |
| 11.2 More specifically: | |
| Filters changed and ductwork cleaned regularly? | N/A |
| Deep fat fryer in limited use? | N/A |
| Suitable extinguishing appliances available? | |
| <p>Comments:</p> <p>All users of the kitchen should be aware of how to use a fire blanket and a fire extinguisher. It is recommended that a wet chemical extinguisher is provided in the kitchen</p> <p><i>Relevant code of practice/Guidance Document(s): FPA - Cooking equipment (other than fish and chip shop frying ranges); BSRIA - Fire risk assessment – Catering extract ventilation.</i></p> | |

| 12. LIGHTNING STRIKE | Red – Amber - Green |
|--|---------------------|
| 12.1 Does the building have a lightning protection system? | N/A |
| 12.2 Is a scheme of maintenance identified and implemented? | N/A |
| <p>Comments:</p> <p><i>Relevant Code of Practice/Guidance Document(s): BS EN 62305 (All parts).</i></p> | |

| 13. HOUSEKEEPING | Red – Amber - Green |
|--|---------------------|
| 13.1 Is the standard of housekeeping adequate? | |
| 13.2 More specifically: | |
| Combustible materials appear to be separated from ignition sources? | |
| Avoidance of unnecessary accumulation of combustible materials or waste? | |
| Appropriate storage of hazardous materials? | |
| Avoidance of inappropriate storage of combustible materials? | |
| <p>Comments:</p> <p>Cleaners chemicals in suitable store room</p> <p><i>Relevant Code of Practice/Guidance Document(s): BSI - A Comprehensive Guide to Fire Safety.</i></p> | |

| 14. HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS | Red – Amber - Green |
|--|---------------------|
| 14.1 Are fire safety conditions imposed on contractors? | |
| 14.2 Is there satisfactory control over works carried out in the building by outside contractors? | |
| 14.3 If there are in-house maintenance personnel, are suitable precautions taken during “hot work”? | N/A |
| <p>Comments:</p> <p><i>Relevant Code of Practice/Guidance Document(s): HSE – Fire Safety in Construction.</i></p> | |

| 15. PLANT ROOMS | Red – Amber - Green |
|---|---------------------|
| 15.1 Plant Rooms onsite? | |
| 15.2 Plant equipment segregated from room by cage or in own room? | |
| 15.3 Combustibles close to plant? | |
| <p>Comments:</p> <p>Good standards</p> | |

| 16. GAS SUPPLY/DANGEROUS SUBSTANCES | Red – Amber - Green |
|--|---------------------|
| 16.1 Gas supply in general use areas? | N/A |
| 16.2 Gas isolatable by staff? | N/A |
| 16.3 Suitable scheme of maintenance for gas plant? | N/A |
| 16.4 Flammables controlled storage? | N/A |
| 16.5 Compressed gas stored? | N/A |
| 16.6 Flammable gas kept in limited volume? | N/A |
| 16.7 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? | N/A |
| <p>Comments:</p> <p>No gas supply – heating from boiler fired by oil – flash point of diesel over 60°C</p> <p><i>Relevant Code of Practice/Guidance Document(s): The Dangerous Substances and Explosive Atmospheres Regulations 2002.</i></p> | |

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| 17. OFFICES | Red – Amber - Green |
|---|---------------------|
| 17.1 Electrical circuits clear from combustibles? | N/A |
| 17.2 Exit routes free from obstructions? | |
| <p>Comments:</p> <p>No specific office accommodation</p> <p>All exit routes kept clear of obstructions</p> | |

| FIRE PROTECTION MEASURES | |
|--|----------------------------|
| 18. MEANS OF ESCAPE FROM FIRE | Red – Amber – Green |
| 18.1 It is considered that the building is provided with reasonable means of escape in case of fire. | |
| 18.2 More specifically: | |
| Adequate design of escape route? | |
| Adequate provision of exits? | |
| Exits easily and immediately open where necessary? | |
| Fire exits open in direction of escape where necessary? | |
| Avoidance of sliding or revolving doors as fire exits where necessary? | |
| Satisfactory means for securing exits? | |
| 18.3 Reasonable distances of travel: | |
| Where there is a single direction of travel? | |
| Where there are alternative means of escape | |
| Suitable protection of escape routes? | |
| Suitable fire precautions for all inner rooms? | N/A |
| Escape routes unobstructed? | |
| 18.4 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. | |
| <p>Comments:</p> <p>All rooms are at ground level with wheelchair access – width of doors suitable for wheelchair movement</p> <p><i>Relevant Code of Practice/Guidance Document(s): RRFSO Guidance notes; BS7273-4 More than one escape: Suggested Travel Distance 60m low risk, 45m normal risk. Only one escape: Suggested Travel Distances 25m low risk, 18m normal risk, 12m high risk</i></p> | |

Fire-resisting supports to wiring systems in escape routes: BS 7671:2011+A3:2015 (IET Wiring Regulations Seventeenth Edition), which came into effect 1 July 2015, includes a requirement that wiring systems in escape routes shall have fire-resisting supports. The requirement is included in a new regulation (Regulation 521.11.201), which is reproduced below. Requirements of Regulation 422.2.1 shall also apply, irrespective of the classification of the conditions for evacuation in an emergency.

Note 1: Non-metallic cable trunking or other non-metallic means of support can fail when subject to either direct flame or hot products of combustion. This may lead to wiring systems hanging across access or egress routes such that they hinder evacuation and firefighting activities.

Note 2: This precludes the use of non-metallic cable clips, cable ties or trunking as the sole means of support. For example, where non-metallic trunking is used, a suitable fire-resistant means of support/retention must be provided to prevent cables falling out in the event of fire.

| 19. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT | Red – Amber – Green |
|---|---------------------|
| 19.1 It is considered that there is: | |
| 19.2 Compartmentation of a reasonable standard. | |
| Based on visual inspection of readily accessible areas? | |
| Reasonable limitation of linings that might promote fire spread? | |
| Passive fire protection and fire stopping appears to be <ol style="list-style-type: none"> 1. Adequately installed 2. All works/materials have a LPCB Certificate of Conformity 3. A record of firestopping locations is provided 4. Firestopping foam tested to relevant BS/EN categories | N/A |
| As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? (A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment) | N/A |
| 19.3 All Fire Doors are: | |
| Kept closed and not wedged open? | |
| In good condition (no excessive gaps, brushes/seals in place)? | |
| Fitted with self-closers in place? | |
| <p>Comments:</p> <p>The kitchen is fitted with metal shutters that shut automatically in the event of a fire in the kitchen area.</p> <p>All fire doors are in good condition and are suitable for preventing spread of fire for at least 30 minutes</p> <p><i>Inspection of voids was not included in the inspection: any areas accessible were checked - however this was a superficial inspection and Santander should ensure all voids are inspected to ensure sufficient fire breaks and fire stopping to limit fire spread.</i></p> <p><i>Relevant Code of Practice/Guidance Document(s): BS 7273-4. Fire doors: BS 8214:2008 Code of Practice for fire door assemblies.</i></p> | |

| 20. EMERGENCY ESCAPE LIGHTING | Red – Amber – Green |
|---|---------------------|
| 20.1 Reasonable standard of emergency escape lighting system provided? (Based on visual inspection, but no test of light levels or verification of full compliance with relevant British Standards carried out). | |
| <p>Comments:</p> <p>The next full emergency lighting test is scheduled for April 2024</p> <p><i>Relevant Code of Practice/Guidance Document(s): BS5266-1:2001 – Code of Practice for the emergency escape lighting of premises</i></p> | |

| 21. FIRE SAFETY SIGNS AND NOTICES | Red – Amber – Green |
|---|---------------------|
| 21.1 Reasonable standard of fire safety signs and notices? | |
| 21.2 Sign Type: | |
| EU compliant? | |
| In-house? | N/A |
| Non-compliant? | N/A |
| 21.3 Fire Action Signs in public areas and by Break Glass Units? | |
| 21.5 Fire Exit Signs clearly define exit routes? | |
| <p>Comments:</p> <p>A running man exit sign is required over the door from the hall leading to the main entrance to the building</p> <p>Fire action notices are required by each call point</p> <p><i>Relevant Code of Practice/Guidance Document(s): BS 5499 part 4: 2000 Code of practice for escape route signing and BS 5499 part 10:2006.</i></p> | |

| 22. MEANS OF GIVING WARNING IN CASE OF FIRE | Red – Amber – Green |
|--|---------------------|
| 22.1 Reasonable manually operated electrical fire alarm system provided? (Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out) | |
| Full automatic fire detection provided? | |
| Partial automatic detection provided in part of premises? | N/A |
| Extent of automatic fire detection generally appropriate for the occupancy and fire risk? | |
| Remote transmission of alarm signals? | N/A |
| Plan of alarm zones next to fire panel? | |
| <p>Comments:</p> <p>There is a problem with the operation of some break glass call points as they may not be able to be reset – this needs to be addressed as soon as possible</p> <p><i>Relevant Code of Practice/Guidance Document(s): BS 5839 part 1:2013 Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises; also BS 9999:2008 Table 8 gives the Minimum level of fire alarm/detection systems for premises).</i></p> | |

| 23. MANUAL FIRE EXTINGUISHING APPLIANCES | Red – Amber – Green |
|---|---------------------|
| 23.1 Reasonable provision of portable fire extinguishers? | |
| 23.2 Hose reels provided? | N/A |
| 23.3 Are all fire extinguishing appliances readily accessible? | |
| <p>Comments:</p> <p>Water and carbon dioxide extinguishers are provided throughout the hall with the addition of fire blankets in the kitchen – no water extinguishers in the kitchen area</p> <p><i>Relevant Code of Practice/Guidance Document(s): BS 5306 part 0, part 1, part 3 or BS EN 671; BS 5306-8:2012 Selection and positioning of portable fire extinguishers – Code of practice. Extinguishers should be commissioned from new and be annually maintained to BS 5306 part 8. Fire Blankets - BS EN 1869. BS 5306-3:2009 Commissioning and maintenance of portable fire extinguishers</i></p> <p><i>From November 2012 BS 5306-8:2012 Selection and positioning of portable fire extinguishers – Code of practice states that ‘powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment’.</i></p> | |

| | |
|--|---------------------|
| 24. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS | Red – Amber – Green |
| (Relevant to life safety and this risk assessment (as opposed purely to property protection): | |
| 24.1 Type of system: Sprinkler system | N/A |
| <p>Comments:</p> <p><i>Relevant Code of Practice/Guidance Document(s): BS EN 12845 & LPS 1048</i></p> | |

| 25. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT | Red – Amber – Green |
|---|---------------------|
| (Relevant to life safety and this risk assessment (as opposed purely to property protection): | |
| 25.1 Type of fixed system: Dry Riser | N/A |
| 25.2 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs etc. | N/A |
| Comments: | |

| MANAGEMENT OF FIRE SAFETY | |
|---|----------------------------|
| 26. PROCEDURES AND ARRANGEMENTS | Red – Amber – Green |
| Fire safety is managed by: Brandeston Parish Council in conjunction with Brandeston Village Hall Committee | |
| (This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment). | |
| Competent person(s) appointed to assist in undertaking the preventive and protective measures: Tim Randell CFIOSH | |
| 26.1 Is there a suitable record of the fire safety arrangements? | |
| 26.2 Appropriate fire procedures in place? | |
| More specifically: | |
| Are procedures in the event of fire appropriate and properly documented (Fire Action/Emergency Plan). | |
| Are there suitable arrangements for summoning the fire and rescue service? | |
| Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? | |
| Are there suitable arrangements for ensuring that the premises have been evacuated? | |
| Is there a suitable fire assembly point(s)? | |
| Are there adequate procedures for evacuation of any disabled people who are likely to be present? | |
| Persons nominated and trained to use fire extinguishing appliances? | N/A |
| Persons nominated and trained to assist with evacuation including evacuation of disabled people? | N/A |
| Appropriate liaison with fire and rescue service (fire and rescue service crews visiting for familiarisation visits)? | N/A |
| Routine in-house inspections of fire precautions (E.g. in the course of health and safety inspections)? | |
| Comments: | |
| Hirers of the hall are required to follow hire procedures in the event of a fire occurring – suitable written procedures for action in the event of a fire need to be documented. Member of the hall committee are not present for events – they are volunteers and not staff | |

Relevant Code of Practice/Guidance Document(s): B5 of The Building Regulations (vehicular access)

The Regulatory Reform (Fire Safety) Order states that the Responsible Person must, where necessary, take measures for fire-fighting in the premises... (and) nominate competent persons to implement those measures with regards to fire-fighting and fire detection (RRFSO, Chapter 13). The Chief Fire Officers' Guidance Document states:

“Nominated relevant persons should be able to tackle a fire if it is safe to do so and they know how to do it safely. They must not put themselves at risk to fight fire; their personal safety remains the priority. Nonetheless this priority must not be used by responsible persons to avoid compliance with this requirement. Many employers believe that to comply with this requirement involves a necessity to train some of their employees as fire-fighters. This is clearly not the case; and inspecting officers should be seeking compliance from employer responsible persons by training an adequate number of employees to undertake first aid fire-fighting duties and inherent in that training must be the teaching of employees to recognise when first-aid fire-fighting is or is not safe to implement.”

| 27. TRAINING AND DRILLS | Red – Amber - Green |
|--|---------------------|
| 27.1 Are all staff given adequate fire safety instruction and training on induction? | N/A |
| 27.2 Are all staff given adequate periodic “refresher training at suitable intervals? | N/A |
| 27.3 Does all staff training provide information, instruction or training on the following points: | |
| Fire risks in the premises? | N/A |
| The fire safety measures in the building? | N/A |
| Action in the event of fire? | N/A |
| Action on hearing the fire alarm signal? | N/A |
| Method of operation of manual call points? | N/A |
| Location and use of fire extinguishers? | N/A |
| Means for summoning the fire and rescue service? | N/A |
| Identity of persons nominated to assist with evacuation? | N/A |
| Identity of persons nominated to use fire extinguishing appliances? | N/A |
| 27.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? | N/A |
| 27.5 Are fire drills carried out at appropriate intervals? | N/A |
| Suitably recorded? | N/A |
| 27.6 When the employees of another employer work in the premises: | |
| Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? | |
| Is it ensured that the employees are provided with adequate instructions and information? | N/A |
| <p>Comments:</p> <p>The hall is used by different groups of persons at irregular frequencies which means that no single persons are on site for the events occurring. The Hall employs no staff and is run by volunteers – consideration could be given to providing basic training in fire prevention and precaution measures.</p> | |

| 28. TESTING AND MAINTENANCE | Red – Amber - Green |
|--|---------------------|
| Adequate maintenance of premises? | |
| Weekly/monthly testing alarm system? | |
| Periodic servicing of fire detection and alarm system? EFP April 2023 | |
| Monthly testing routines for emergency escape lighting? | |
| Annual testing routines for emergency escape lighting? | |
| Annual maintenance of fire extinguishing appliances? | |
| Periodic inspection of external escape staircases and gangways? | N/A |
| Six-monthly inspection and annual testing of rising mains? | N/A |
| Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? | N/A |
| Weekly testing and periodic inspection of sprinkler installations? | N/A |
| Routine checks of final exit doors and/or security fastenings? | |
| Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard? | |
| Annual inspection and test of lightning protection system? | N/A |
| Other relevant inspections or tests: | |
| <p>Comments:</p> <p><i>Relevant Code of Practice/Guidance Document(s): BS9990:2006 & BS9999:2008 (maintenance of dry risers and mains systems).</i></p> | |

| 29. RECORDS | Red – Amber - Green |
|---|---------------------|
| 29.1 Fire Logbook held on site | |
| 29.2 Appropriate records of: | |
| Fire drills? | N/A |
| Fire training? | N/A |
| Fire alarm tests? | |
| Extinguisher Inspections? Flame Skill September 2023 | |
| Emergency Exit Inspections? | |
| Emergency escape lighting tests? Annual test due April 2024 | |
| Maintenance and testing of other fire protection systems? | N/A |
| <p>Comments:</p> <p>A few of the fire alarm call points do not work correctly and there is a risk that the test will set of the alarms and the break glass will not be able to be reset. This needs to be addressed as soon as possible</p> <p><i>Relevant Code of Practice/Guidance Document(s): BS 5266 part 1:2011 Code of practice for emergency escape lighting of premises, BS EN 1838:1999/BS 5266 part 7:1999 and BS 5266 part 8:2004.</i></p> | |

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

| Consequences of fire ⇒ | Slight harm | Moderate harm | Extreme harm |
|-------------------------|----------------|------------------|------------------|
| Likelihood of fire ↓ | | | |
| Low | Trivial risk | Tolerable risk | Moderate risk |
| Medium | Tolerable risk | Moderate risk | Substantial risk |
| High | Moderate risk | Substantial risk | Intolerable risk |

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could result in foreseeable injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

| Risk level | Action and timescale |
|-------------|---|
| Trivial | No action is required and no detailed records need be kept. |
| Tolerable | No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. |
| Moderate | It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| Substantial | Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken. |
| Intolerable | Building (or relevant area) should not be occupied until the risk is reduced. |

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly on the dated noted on the front cover.

ACTION PLAN

It is considered that the above recommendations should be implemented in order to reduce fire risk to, or maintain it, at the following level:

Trivial

Tolerable

Each item has been allocated a priority as follows:

Red = Further action required urgently.

Amber = Requires improvement, to be completed within 3 months.

Green = Adequate control measures/management. Recommendations may be advised.

| Action Ref: | Action required | Priority | Action by | Completion date |
|-------------|---|----------|-----------|-----------------|
| 11 | All users of the kitchen should be aware of how to use a fire blanket and a fire extinguisher. It is recommended that a wet chemical extinguisher is provided in the kitchen | | | |
| 21 | A running man exit sign is required over the door from the hall leading to the main entrance to the building Fire action notices are required by each call point | | | |
| 22 29 | There is a problem with the operation of some break glass call points as they may not be able to be reset – this needs to be addressed as soon as possible | | | |
| 26 | Hirers of the hall are required to follow hire procedures in the event of a fire occurring – suitable written procedures for action in the event of a fire need to be documented. Member of the hall committee are not present for events – they are volunteers and not staff | | | |
| 27 | The hall is used by different groups of persons at irregular frequencies which means that no single persons are on site for the events occurring. The Hall employs no staff and is run by volunteers – consideration could be given to providing basic training in fire prevention and precaution measures. | | | |