

Bradwell War Memorial Hall

Fire Risk Assessment

29/01/2016

Linda Granger
Secretary to the Charity Committee

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Name and address of property	Bradwell War Memorial Hall Netherside Bradwell Hope Valley S339JL
Employee or other responsible person	Mr Paul Downing Chair Management Committee
This Risk was conducted on behalf of the responsible person by:	Laura Mannion
Position	BWMH Facility Manager
Accompanied by:	Linda Granger
Position	Secretary to the Management Committee

The purpose of this report is to provide an assessment of the risk to life from fire in the building and where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report also considers property protection and business continuity issues where appropriate. It is based on visual survey and information supplied by the organisation. No physical testing of equipment or systems was undertaken. This Fire Risk Assessment should be reviewed by a competent person by the date indicated on page 12 or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes

Signed

Dated

General Information

Description of building

A traditional building constructed from limestone, brick and timber, with a pitched roof constructed from timber and slate with a part felt flat roof. It is mostly ground floor, with a small first floor area accessed by an internal staircase. The approximate area at ground floor is 160 square meters with an additional small basement.

Activities Carried Out There:

- Pre-School
- Some Junior School activities
- Badminton
- Village entertainment
- Table Top sales
- Dance Classes

Fire Loss Experience

None recorded or known.

Assessed Risk Category

Normal

This has been taken into consideration when making the recommendations listed

Date of Survey: 29th January 2016

Date of previous report or Review: 21st January 2008

Suggested date for next review: February 2017

Other Relevant Information:

None at the time of the inspection

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Introduction

Aims of this Fire Risk Assessment (FRA)

- To Identify any Fire Hazards in and around the premises
- To reduce, to as low as reasonably practicable, the risk of those hazards causing harm.
- To decide which physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start?

Definition of “Hazard” and “Risk”

- ❖ Hazard; anything that has the potential to cause harm.
- ❖ Risk: the chance of harm occurring.

The following sections of this document cover the areas of the FRA with a brief explanation of their purpose and role in the compilation of this report.

Section 2: Identification of Fire Hazards

This section deals with the identification of potential ignition sources, the materials that might fuel a fire and the oxygen supplies that will help it burn.

Sources of ignition	Sources of fuel	Sources of Oxygen
Cooker in the kitchen	Paper in limited quantities, including pinned to notice boards	No sources other than natural ventilation through windows which can be opened
Possibility of arson cannot be ruled out	Padded floor mats in gym equipment and wooden doors and trims	
Portable electrical equipment and system.	Curtains and drapes in the main Hall	

Section 3: Evaluation of Fire Risk (Risk of Fire Occurring)

Section 2 dealt with the *identification* of potential ignition sources, the materials which might fuel a fire, and the oxygen supplies that will help it burn. This section will now deal with the *evaluation* of the risk of a fire occurring and, where appropriate spreading.

Sources of ignition	Sources of fuel	Sources of Oxygen
Cooker could ignite combustibles if they are kept too close to it.	Paper could ignite or could assist in the spread of fire.	No additional sources
Possibility of fire being started deliberately	Floor mats could be ignited or could assist in the spread of the fire	
Faulty electrical equipment could start a fire	Curtains and drapes could be ignited or could assist in the spread of fire	

Section 4: Elimination or Reduction of Fire Hazards

This section deals with the elimination (removal) of those hazards identified in Section 2. If they cannot be eliminated, they will, wherever reasonably possible, be reduced.

❖ Can we: E= Eliminate? R = Reduce? O = Other? (Specify); N = None of These?

Hazard	❖	Comments
Cooker in the kitchen	R	Ensure that the cooker is inspected regularly for damage, is kept clean and in good order and combustible materials are not kept close to the cooker
Arson	R	Consideration should be given to the fitting of an intruder alarm. Control of door keys.
Portable Electrical equipment	R	Hirer to request permission to use their own equipment, must provide power consumption and other relevant specifications. All equipment must be PAT tested before approval will be given. All Hall equipment is PAT tested annually.
Paper	R	Ensure that paper is stored in cupboards provided and that notice boards are tidied regularly.
Padded Floor mats	R	All padded floor mats comply with Fire Safety Regulations 1988 and are labelled as such.
Curtains and drapes	N	Curtains and drapes have been treated with fire-retardant solution and are retreated after dry cleaning

Section 5: Identification of people at risk

This section is concerned with the identification of those at risk if there is a fire on the premises. These will include employees, clients and visitors, and particular attention is given to people who may be especially at risk, such as people with disabilities of any kind.

People at Risk	Comments
People who use the main hall	Recommend limiting numbers to: 150 standing and 80 seated at tables
People who use the meeting rooms	Number unlikely to exceed 25
People with disabilities	A person in a wheelchair can only leave via the fire access to the left of the hall via the ramp into the parking area. If a person cannot walk unaided they must also use this exit as the fire access passage is narrow and only suitable for single file.

Section 6: Evaluation of Risk from fire to identified people

This section will deal with the evaluation of the actual risk to those people should a fire start and spread from the locations identified in section 2 and 3 of this report.

	Risk to people
1.	A Fire on the ground floor could smoke-log the staircase and make an escape difficult for the occupants of the meeting room on the first floor.

The above issues are addressed through the fire protection measures listed in Section 7

Section 7: Elimination or Reduction of Risk to People

This section is concerned with the reduction of any remaining fire risk to people to as low as reasonably practicable, by ensuring that adequate fire precautions are in place to warn people in the event of a fire and allow them to escape safely from the premises.

Questions	YES/NO	Comments
Are there means of detecting and giving warning of fire adequate for the risk	Yes	Alarm system installed. Weekly checks are made and an annual service contract is in place
Is there sufficiently well maintained fire fighting equipment sited throughout the building	Yes	Fire Extinguishers are sited throughout the building. There is a fire blanket in the kitchen. The extinguishers are maintained on an annual contract with a local supplier. Powder Extinguisher in Kitchen needs replacement.
Are the means of escape safe and of sufficient width	Yes	5 exits. 3 in the main Hall. One in the corridor and one off the kitchen.
Is normal and emergency lighting sufficient for the premises	Yes	Units are mainly in good working order, regularly tested with an annual maintenance contract in place. (4 lights need attention)
Are there enough appropriate signs and notices	No	Fire Action notices to be placed in each room and in the corridor.
Are maintenance and testing arrangement adequate	Yes	Logs of tests of all Fire equipment/procedures kept
Are Fire procedures adequate for the premises	No	Requirements to be included in the Hire Conditions. Responsibility for Fire Drill to be placed on the Hirer.

Section 8: Management of Fire Safety.

Remedial Action required and actions taken

Section	Page	Remedial Action Required	Rectify by	Date Rectified
7	8	Powder Extinguisher in Kitchen needs replacement	15/02/16	
7	8	4 emergency lights need maintenance	15/02/16	
7	8	"Fire Action" notices to be provided	15/02/16	
7	8	Conditions of Hire to include the Fire Risk assessment arrangements	30/02/16	

General Comments / other recommendations

Section	Page	Comments/ Recommendations
4	6	The cooker should be inspected regularly for damage and kept clean and in good order
4	6	Consideration should be given to the fitting of an intruder alarm
4	6	Hirers must request permission to use their equipment in the Hall and must provide full details of that equipment. All equipment must PAT tested before approval will be considered.
4	6	Ensure that all paper is stored in the cupboards provided and that notice boards are tidied regularly. Include in the Conditions of Hire
		The perimeter path to be kept free from foliage, obstructions and surfaces clean and moss removed

Section 9: Emergency Plan

If a Fire is Discovered

If you discover or suspect a fire, you must operate the fire alarm in order to alert others of the danger.

Evacuation of Premises

In the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs and who may require varying degrees of assistance.

Evacuation should take place in an urgent but orderly fashion and those leaving the building should report to the **Assembly Point A** where a roll call will be carried out to ensure that everyone has evacuated the building safely. See Fire Site Plan Appendix A.

It will be the responsibility of the person hiring the hall (the responsible person) to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building; special attention should be given to the toilets.

Calling and Liaising with the Fire Service

Upon hearing the fire alarm, the responsible person will alert the Fire Service by dialling 999 on their mobile phone.

Upon arrival of the Fire Service, the responsible person will meet the officer in charge and relay as much information about the incident as possible – including:

- Persons missing or trapped in the building including where and when they were last seen.
- Where the fire is, what is involved and how big it is.
- Where the building services (gas, Electricity, water) are, if not already isolated.
- Any special hazards in the building which may affect the safety of personnel
- Any other information which may be considered useful.
- Inform the Management Committee of the Hall via the Hall Manager.

Remember that once evacuation has taken place the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.

Fire fighting

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, *only if considered safe to do so and only after the alarm has been raised*. If it is not possible to extinguish the fire, every effort should be made to contain it to the room or area of origin. Regardless of whether the fire is successfully extinguished, the Fire Service must still be called, and people must not be allowed to re-enter the building until the senior fire officer has deemed it safe to do so.

Purpose of the Plan

The purpose of this plan is to ensure that all occupants of these premises know what to do in the event of a fire and to ensure that the premises can be safely evacuated should a fire occur. The Management Committee will generally be responsible for the ongoing compliance with fire safety legislation and for fire safety management in the premises. This plan will also serve to help to identify additional and specific responsibilities of others in the event of a fire or other emergency situation requiring evacuation of the premises.

First Aid

A suitably stocked First Aid Kit is maintained and available for general use. **This is sited in the Kitchen in a cupboard that is clearly marked.** The Secretary to the Management Committee is nominated to ensure that it is kept stocked.

Included in the box are sterile adhesive dressings, including waterproof dressings. In the event of burns or scalds, sterile dressings can be used **but no lotions or creams.**

Fire Extinguishers

See Site plan at Appendix A.

Foam extinguishers are suitable for small fires involving combustible material. E.g. paper cloth and wood; also liquid fires.

They are not suitable for electrical equipment, fat fryers or chip pans

Powder extinguishers are suitable for fires involving all electrical equipment

Escape Routes: See Site Plan at Appendix A

Main Hall – There are 3 designated exits. The front door (not suitable for the disabled) and 2 exits at the sides of the Hall. The exit to the left has wheelchair access and the exit to the right is suitable for single file escape.

Kitchen - There is an exit from the kitchen to the front of the building but this is not a designated Fire Exit. If this is not available then use the nearest main hall exit or along the corridor to the rear fire Exit.

Small meeting Room – Exit via the nearest available fire exit which will be either the Main Hall or the rear Fire exit.

Gallery Meeting Room - Exit via the rear fire exit or the Main Hall.

Signs and Notices: See Site Plan at Appendix A

All designated fire exits are clearly signed and illuminated in accordance with the Health and Safety (Safety Signs and Signals) Regulations. All designated escape routes leading to the fire exits are clearly signed. The Plan shows the location of all Fire Extinguishers and these have labels for their specific uses.

“Action to be taken in the event of Fire” and the site plan are sited in each room and on the main corridor.

Fire Prevention

Electrical

All electrical installations and equipment are maintained and protected in accordance with manufacturer's instruction and such maintenance and repair as required is carried out by a competent person and records are maintained.

All 13A socket outlets are protected by residual current devices. These form part of the maintenance of the electrical installation.

BWMH portable electrical appliances are PAT tested and inspected annually.

It is the responsibility of the Hirer of the hall who wishes to use their own portable electrical items including lights to request the use of this equipment at the time of booking and to make full technical details available on request. The hirer must ensure compliance as to PAT testing and maintenance of such equipment. This forms part of the contract of hire for the Hall.

Hot surfaces and obstruction of ventilation equipment

This forms part of good working practice within the Kitchen. The Hirer (responsible person) must ensure that users of the kitchen are made aware of fire risks and suitable notices are displayed in the kitchen area.

Smoking

There is a strict “NO SMOKING” policy for the whole of the premises (including the front doorway) endorsed by suitable notices.

Accidental Fires

Strict control of all waste accumulated during events at the hall must be maintained. The Hirer is responsible for the removal of waste at the conclusion of the event. **Bags of rubbish must not be left outside the kitchen door of the Hall.**

The use of wax candles (with live flames) during events is not allowed

Flammable material retained at the Hall must be stored in the Storeroom with a fire door.

Arson

- The responsible person for the event must control behaviour on the premises to prevent mischief, horseplay, etc.
- Strict Control of Hall key allocation
- The responsible person in charge of any activity in the hall has responsibility for securing the premises at the conclusion of any event and to ensure that no person is left on the premises. This check also includes the need to inspect for any likely sources of ignition prior to closure, such as electrical equipment and waste containers. The premises must also be left clean and tidy and particular attention should be paid to the kitchen.

Hirer Responsibility (Responsible Person)

It is crucial that the responsible person understands their legal duties and responsibilities as part of the hiring agreement for the hall for the duration of the event or function.

The responsible person includes a person nominated by the hirer to oversee the safety of all persons attending the hall during the period of the hire. That person must familiarise themselves with the Fire Emergency Plan. It is imperative that this Fire Risk Assessment together with appendices is read and understood prior to any such event.

Section 10: Fire Safety Training

Safety Training should be given to all users (Responsible person) and the Committee of the Hall so that they are aware of the following:-

- What to do if they discover fire
- How to raise an alarm in the event of fire
- What to do if they hear the fire alarm
- Where fire extinguishers are located and how to use them (if it is safe to do so)
- Escape routes from the building
- The whereabouts of the evacuation assembly point
- How to call the Fire and Rescue Services
- Arrangements for the evacuation of people with special needs
- The dangers associated with obstruction of fire exits and wedging open the fire resisting doors

Safety Training should be given:-

- At the time they first book to hire the Hall
- On being exposed to new or increased risks
- At periodic intervals as appropriate (at least annually depending upon the nature of the risk)

Safety drills should be carried out:-

- At periodic intervals appropriate to the nature of the risk, (a minimum of one safety drill each year is recommended)
- All persons Must evacuate the premises regardless of seniority or commitments

Record of Safety Training

Name	Date of Appointment	Type of training/evacuation drill	Date	Name of Trainer

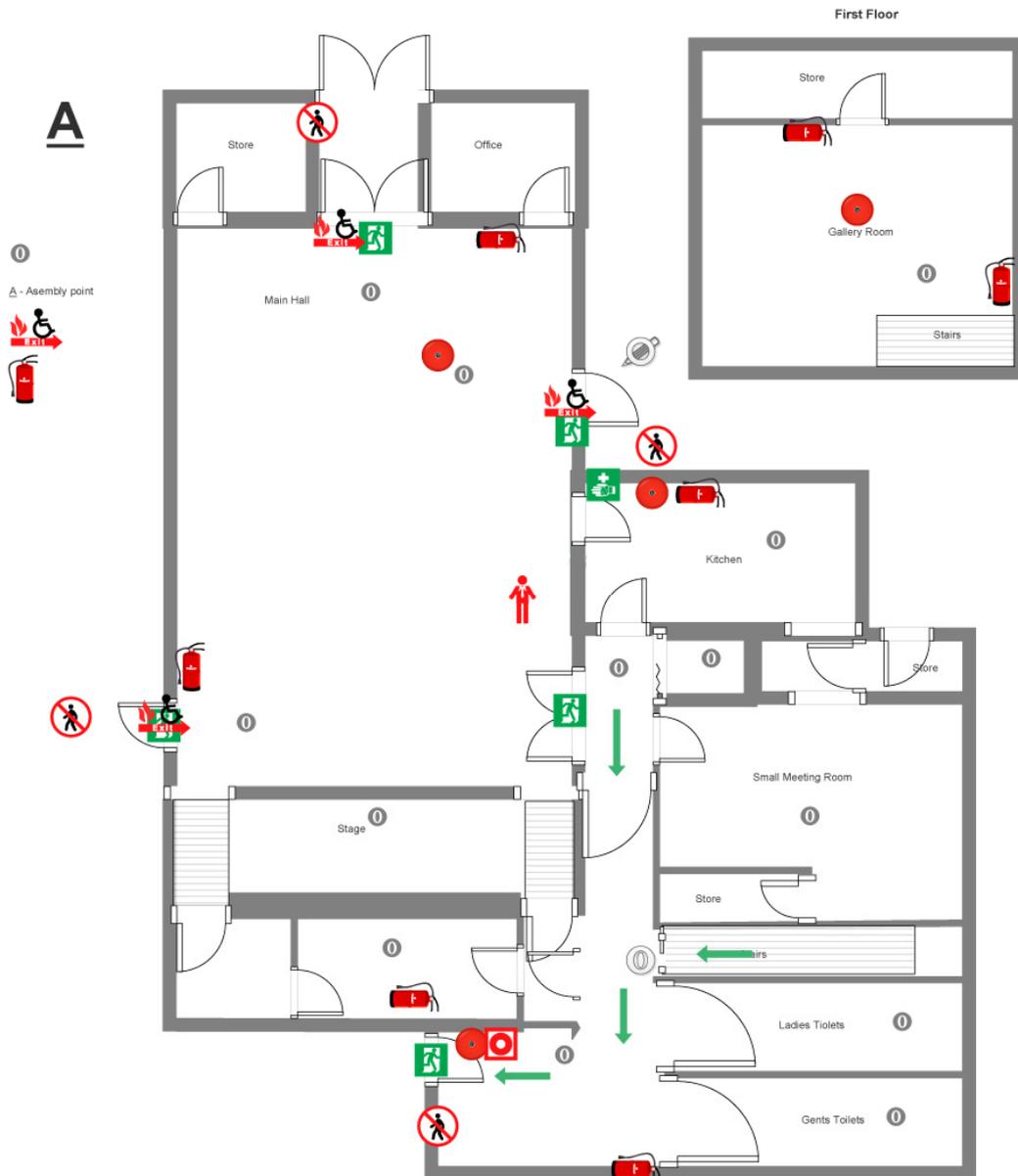
Review and revision of the Fire Risk Assessment

It is recommended that the fire review is carried out approximately 12 months after this assessment and thereafter every 3 years or earlier if there is reason to suspect that it is no longer valid or if there have been significant changes.

Date	By Whom	Remarks	Signature
Feb 2017			
Feb 2020			
Feb 2023			

Appendix A

Site Fire/Emergency Plan



Appendix B

Health and Safety Responsibilities of the Hirer (Responsible Person)

As the Responsible Person for the event/Function, you have **legal duties** with regard to the safety of those persons assisting or attending the event. **It should be noted that any portable electrical appliance, which has agreement for use within the Hall as part of the event or function hire agreement must have been tested and certified (P.A.T. tested)**

Before the event or function you should be aware of:-

- What Fire protection systems are present.
- Identification of escape routes and exits
- Checking that all escape routes are kept clear of obstruction and any combustible material
- The location of fire fighting equipment and their specific use.
- How a fire will be detected.
- What helpers should do if they discover a fire.
- How the Automatic Fire Alarm System operates
- How the evacuation of the Hall should be carried out
- Arrangements for calling the Fire and Rescue Services
- Arrangements for informing the Hall Management Committee
- Where people should assemble after evacuation and procedures for checking that evacuation has taken place
- Arrangements for fighting the fire (if safe to do so)
- Procedures for meeting the rescue services on arrival and ensuring easy access.

At the start of the event/function, you should notify all those present about:

- The No Smoking policy
- The emergency plan in the event of fire, the means of activating the fire alarm call points and their location
- Care of those with special needs
- Location of exits and escape routes
- Location of assembly point
- The location of fire extinguishers

During the event/function, you should ensure that:

- Ensure/check that escape routes and exits do not become blocked
- The No Smoking policy is enforced
- The Hall does not become overcrowded. (150 standing, 80 seated)

At the end of the Event/Function you should ensure that:

- There are no apparent sources of ignition
- All electrical apparatus is switched off and all portable equipment is turned off and disconnected
- All lights are extinguished and doors properly secured to prevent unlawful entry. Particular attention should be paid to the Fire Exits.
- The Hall is left clean and tidy and all rubbish has been removed from the premises.

Appendix C

FIRE SAFETY MAINTENANCE CHECK LIST

FIRE SAFETY MAINTENANCE CHECK LIST
Weekly checks -----Date
Escape Routes
Do all emergency fastening devices to fire exits bars and pads etc. work correctly?
Are external Routes clear and safe?
Fire Warning Systems
Does testing a manual call point send a signal to the indicator panel?
Did the alarm system work correctly when tested?
Did other people hear the alarm?
Did any linked fire protection systems operate correctly?
Do all visual alarms and/or vibrating alarms work?
Escape Lighting
Are charging indicators (if fitted) visible
Fire fighting Equipment
Is all equipment in good condition?
Additional items – manufacturer's recommendations

FIRE SAFETY MAINTENANCE CHECK LIST					
Annual checks	Date	note			Due March 2016
Fire Warning Systems	Yes	No	N/A	Comments	
Has the system been checked by a competent person? As per the guidance in BS 5839					
Escape Lighting					
Do all luminaries operate on test for their full rated duration					
Has the system been checked by a competent person					
Fire fighting Equipment					
Has all the equipment been checked by a competent person					