

FIRE RISK ASSESSMENT

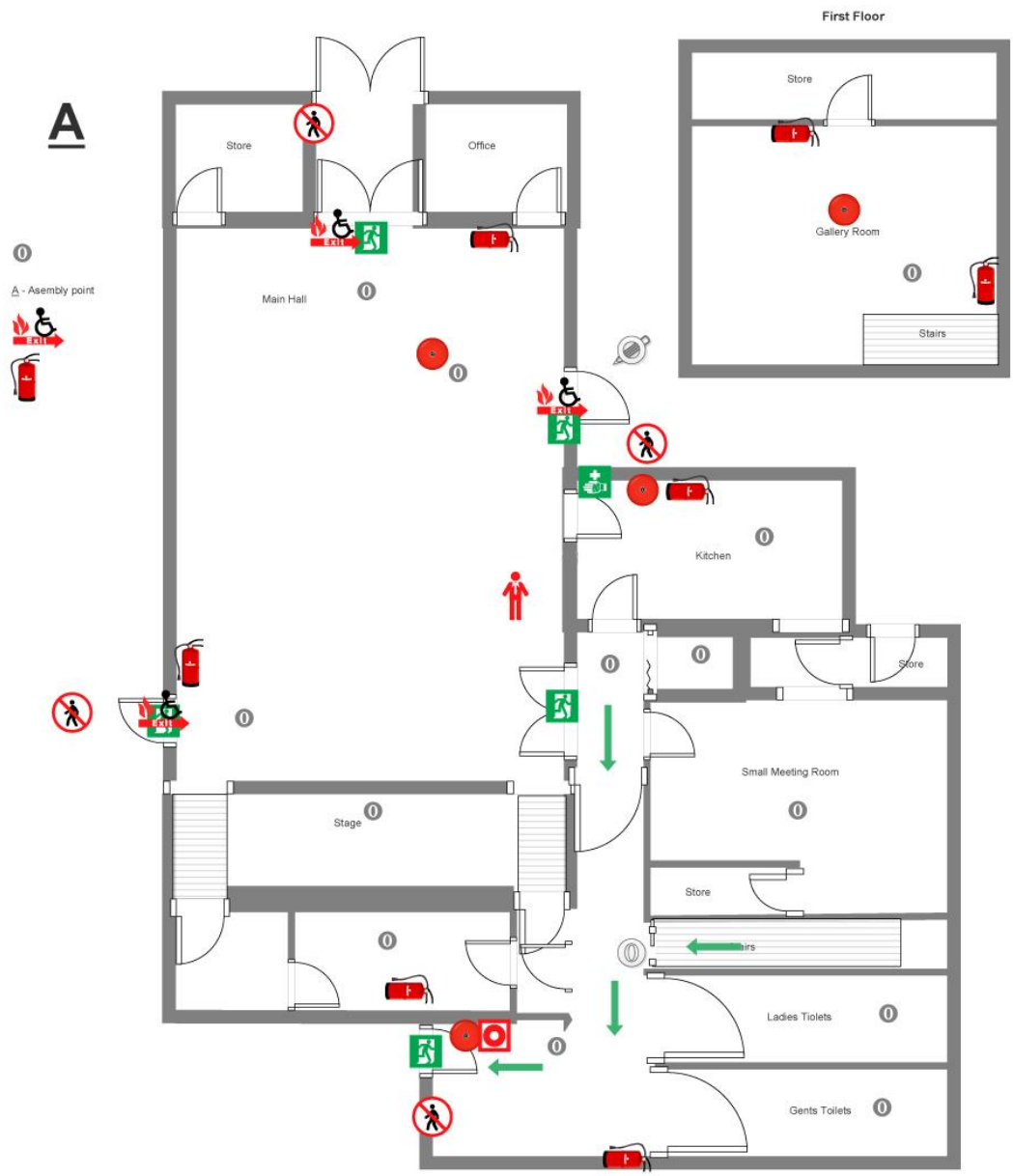
Bradwell War
Memorial Hall

Vanessa Ball

Contents

- Regulatory Reform (Fire Safety) Order 2005 4
- Fire Risk Assessment 4
- General Information..... 5
 - Description of building..... 5
 - Activities Carried Out There:..... 5
 - Fire Loss Experience..... 5
 - Occupancy..... 5
 - Fire Safety Systems 6
 - Assessed Risk Category 6
 - Date of Survey..... 6
 - Date of previous report or Review: 6
 - Suggested date for next review: 6
 - Other Relevant Information:..... 6
- Introduction..... 7
 - Aims of this Fire Risk Assessment (FRA)..... 7
 - Definition of “Hazard” and “Risk” 7
- Section 2: Identification and evaluation of Fire Hazards 8
- Section 3: Elimination or Reduction of Fire Hazards..... 9
- Section 5: Identification of people at risk 10
- Section 6: Evaluation of Risk from fire to identified people 11
- Section 7: Elimination or Reduction of Risk to People..... 11
- Section 8: Management of Fire Safety..... 14
 - Remedial Action required and actions taken..... 14
 - General Comments / other recommendations..... 14
- Section 9: Emergency Plan 16
 - If a Fire is Discovered 16
 - Evacuation of Premises..... 16

Calling and Liaising with the Fire Service.....	16
Fire fighting	16
Purpose of the Plan	17
First Aid.....	17
Fire Extinguishers	17
Escape Routes:	17
Signs and Notices:	17
Fire Prevention.....	17
Electrical.....	17
Hot surfaces and obstruction of ventilation equipment	18
Smoking.....	18
Accidental Fires.....	18
Arson.....	18
Hirer Responsibility (Responsible Person).....	18
Section 10: Fire Safety Training.....	19
Review and revision of the Fire Risk Assessment	20
Appendix A.....	21
Site Fire/Emergency Plan.....	21



Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 (FSO) is the main piece of legislation governing fire safety in buildings in England and Wales. The FSO applies to all workplaces and the common parts of buildings containing two or more domestic premises. It places legal duties on anyone in control of these premises (the Responsible Person - usually the owner or landlord) to undertake a fire risk assessment and put in place and maintain general fire precautions.

Fire Risk Assessment

Name and address of property	Bradwell War Memorial Hall Netherside Bradwell Hope Valley S33 9JL
Responsible persons at the time of FRA	Mr Brian Salisbury <i>Chairperson</i> Mrs Vanessa Ball <i>Secretary</i>
Appointed person at the time of FRA	Mrs Esther Gillott <i>Hall Manager</i>

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 or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes

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 parts of the building in use include a main hall with staging area, storage area behind stage, access to the projection room via a staircase, a corridor leading to toilets, and family/disabled shower room, an upstairs meeting room, kitchen and community library.

The approximate area at ground floor is 160 square meters

There are 2 floors (as well as a small cellar area)

There is 1 staircase up to the additional meeting room, a staircase down to the cellar (which is permanently locked) and a staircase leading up to the projection room (this is only used during panto season November to February)

Activities Carried Out There (but not limited to):

- Bradwell Community Library
- School PE classes
- Badminton
- Village entertainment
- Private functions
- Fitness classes
- Local scout group
- Elections
- Council Meetings
- Overnight camping

Fire Loss Experience

None recorded or known.

Occupancy

The main hall is insured to hold a maximum of 120 people seated in auditorium mode or 80 seated at tables.

The upstairs meeting room is 30 standing or 20 seated

The library room is 25 standing or 10 seated.

The hall is used during the hours of 8am to 11pm Monday to Sunday. During hostel bookings with sleeping arrangements, the hall is occupied for 24 hours.

Members of the public can visit the community library between the specific opening hours Monday to Friday.

Fire Safety Systems

There is a fire alarm controlled by a panel and a series of call points. The upstairs meeting room and corridor alarms are linked by a radio.

There is an emergency light system in place should the lighting fail.

There are a series of fire extinguishers and escape exits situated throughout the building to assist with escape.

Assessed Risk Category

Normal

This has been taken into consideration when making the recommendations listed

Date of Survey: 29/5/2023

Undertaken by: Vanessa Ball and Brian Salisbury

Date of previous report or Review: 4/4/2019

Suggested date for next review: May 2024

Other Relevant Information:

The hall now has the addition of a community library inside the small meeting room. The library committee have been advised to train all volunteers of fire procedures.

Each user group is to receive a summarised version of the revised fire risk assessment.

A recent inspection by Derbyshire Fire and Rescue April 2023 has revealed a number of suggestions to increase fire safety on the building in order for it be used for hostel accommodation, this will include extra emergency lighting and an updated alarm system.

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 and evaluation of Fire Hazards

This section deals with the identification of potential ignition sources, the sources of fuel and the risk of a fire occurring and or spreading.

Room	Sources of ignition	Sources of fuel	Risk of fire occurring	Sources of Oxygen
Kitchen	Cooker/ oven in the kitchen	Paper in limited quantities, including pinned to notice boards.	Paper could ignite or could assist in the spread of fire	No sources other than natural ventilation through windows which can be opened
Kitchen	Extractor fans	Dust and grease build up	If not cleaned and maintained on a regular basis they present a potential fire hazard.	
Boiler Room	Boiler heat	Anything incorrectly stored in the boiler room	Flammable material equipment stored incorrectly could ignite and assist the spread of fire.	
Main Hall	Possibility of arson cannot be ruled out	Padded floor mats in gym equipment and wooden doors and trims. Curtains and drapes	Floor mats, curtains and books could all be ignited or could assist in the spread of the fire.	
Library	Possibility of arson cannot be ruled out	Books in the hall library	Book could be ignited or could assist in the spread of the fire.	
Outside areas	Possibility of arson cannot be ruled out	Waste and rubbish	Waste and rubbish left irresponsibly could provide source for a fire and could assist in the spread of fire.	
Scout shed	Possibility of arson cannot be ruled out	Wood construction and contents	The scout shed could be ignited if access is forced.	
Store Room	Cleaning chemicals	Curtains and drapes in the main hall, paperwork.	Cleaning chemicals could cause a combustion igniting	

			a fire if stored or used incorrectly	
Outside	Cigarettes/ butts	Waste and rubbish Leaves and dry garden waste.	Cigarette butts if discarded incorrectly could cause a fire to start. The hall is strictly no smoking!	

Section 3: 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?

Area of concern	Hazard		Comments
Kitchen	Cooker	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. Any papers should be filed away. Consideration of purchasing an induction cooker.
Kitchen	Chip pans/fryers	E	The kitchen does not hold these items and under no circumstances are these to be brought in and used.
General	Boiler	R	Ensure no equipment/material is stored directly near the boiler
Outside	Arson	R	Ensure waste is properly disposed of using the appropriate bins. Ensure the shed is locked at times when not in use
General	Paper	R	Ensure that paper is stored in cupboards provided and that notice boards are tidied regularly.
Main Hall	Padded Floor mats including those brought in by overnight guests.	R	All padded floor mats comply with Fire Safety Regulations 1988 and are labelled as such.
Main Hall	Curtains and drapes	R	Curtains and drapes have been treated with fire-retardant solution and are retreated after dry cleaning

Library	Library Books and equipment	R	All electrical equipment used should be turned off when not in use, and unplugged when the library is closed. Pat tests to be completed on any electrical equipment. All fire doors to remain closed.
Store Room	Cleaning chemicals	R	Ensure that all chemicals are stored safely away from a source of ignition. If any flammable liquids have to be used these should be locked away.
Entire Building	Naked flames/candles	E	Under no circumstances should any hall user be in possession of naked flames and candles during their hall hire. This is set out in the booking terms and conditions
Outside	Cigarettes and butts	R	The hall is strictly no smoking, however smoking outside is not prohibited but a designated area for smoking should be in place.
General	Portable Electrical equipment	R	All relevant equipment should be PAT tested before use and on a periodic basis. All equipment to be unplugged when not in use.
Behind stage	Scenery Paints	R	Scenery paint to be stored in cupboards behind the stage.

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. Any regular users of the hall with disabilities will need to speak to the hall manager and discuss the possibility of a personal emergency evacuation plan (PEEP)

People at Risk	Comments
People who use the main hall (including hirer)	120 capacity (80 table seated) is not exceeded in the hall.
People who use the gallery meeting room and library/small meeting room (including library volunteers)	Number not to exceed 25

<p>People with disabilities (including those with sight and hearing impairments) and frail and/or elderly persons</p>	<p>Access is limited to kitchen, library, main hall and disabled toilet. 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.</p> <p>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.</p> <p>In the case of visual/hearing impairments a Buddy system will need to be put in place to aid these persons safely out of the building, this is especially important for overnight guests.</p>
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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.	<p>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.</p> <p>At the base of the stairs there are alternative exits, left and right. The closest exit should be identified.</p>
2.	<p>Sleeping guests are vulnerable to being unaware of their surroundings especially in the dark where they may become disorientated. Disabled persons need to adopt a buddy system, and all children should not be sleeping in any part of the hall without being accompanied by an adult. All guests to familiarise themselves with their surroundings prior to their bedtime. All parties to appoint a responsible person at the beginning of their stay.</p>

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	Yes	A full alarm system is now in place An annual service

warning of fire adequate for the risk		contract is in place for inspections such as fire extinguishers, . A fire alarm log book is to be stored at the hall at all times.
Is there sufficiently well-maintained firefighting 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. This was conducted very recently with a certificate inside the folder containing important documents.
Are the means of escape safe and of sufficient width	Yes	There are 3 in the main Hall, 1 in the corridor near the toilets and 1 out of the kitchen/library. new locks have now been fitted on the main doors to enable sleeping guests to escape quickly in event of emergency.
Is normal and emergency lighting sufficient for the premises	Yes	Units are good working order. All records of regular testing need to be stored at the hall
Are there enough appropriate signs and notices	Yes	Fire Action notices to be placed in each room and in the corridor. What to do in the event of a fire notice in kitchen, hall, library and meeting room. There are now 'No smoking' signs throughout the building.
Are maintenance and testing arrangements adequate	Yes	Logs of tests of all Fire equipment/procedures are

		o be kept at the hall for records.
Are Fire procedures adequate for the premises	Yes	Requirements to be included in the Hire Conditions. All management committee and hall users need to be briefed on procedures. Instructions to be available to all overnight users

Section 8: Management of Fire Safety.

Remedial Action required and actions taken

Section	Page	Remedial Action Required	Rectify by	Date Rectified
7	12	A new fire alarm system to BS is to be installed (as recommend by Derbyshire fire and rescue)	June 2023	June 2023.
7	12	Provide a fire log book to record all checks	June 2023	June 2023
7	13	Install 2 extra emergency lights outside the fire escape on the left-hand side of the building and one in the projector room.	June 2023	June 2023
7	13	"Fire Action" notices to be provided	1/5/2023	17/5/2023
7	13	'No smoking' signs to be provided	1/5/2023	17/5/2023
7	13	Provide log books for fire alarm and emergency light equipment	June 2023	June 2023
7	13	Conditions of Hire to include a brief summary of the Fire Risk assessment arrangements	July 2023	June 2023
7	13	All management committee and volunteers to be briefed on fire procedures.	July 2023 upon completion of upgrades.	In progress

General Comments / other recommendations

The cooker and hotplate should be inspected regularly for damage and kept clean and in good order. Look into the purchase of a new cooker.

Ensure that all paper is stored in the cupboards provided and that notice boards are tidied regularly. Include in the Conditions of Hire. Provide a folder to contain all important hall documents for hirers.

The perimeter path to be kept free from foliage, obstructions and surfaces clean and moss removed. Refuse bins to be kept tidy.

Ensure the library volunteers are aware of fire procedures, advise them to carry out their own risk assessments.

The projector room is difficult to access and to leave quickly. This requires further investigation and long-term alternative access.

Access to the "Backstage" should also be limited and possibly locked during hostel bookings to prevent any unauthorised access.

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. A buddy system will need to be actioned.

Evacuation should take place in an urgent but orderly fashion and those leaving the building should report to the **Assembly Point A**. 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. There are no phones situated inside the hall, therefore it is strongly advised for the hirer or responsible person to have a mobile phone on their person in case of emergency.

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.

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 side of the building, If this is not available then use the nearest main hall exit or rear fire exit.

Library/small meeting Room – Exit via the nearest available fire exit which will be either the side exit, the main hall or rear 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 periodically.

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.

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) at all times.

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 strictly 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.

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: -

- By regular hall users such as The centenary Players
- 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

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
July 24	Responsible person		
July 25	Responsible person		
July 26	Responsible person		

Appendix A

Site Fire/Emergency Plan

