



# Pencombe and Little Cowarne Parish Hall

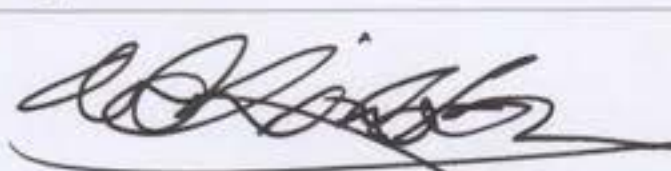
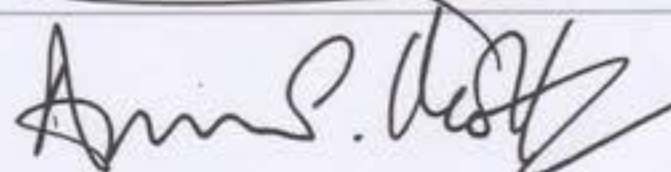
## Fire Risk Assessment

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## **Part 1 – Introduction**

1.1 The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1<sup>st</sup> October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

1.2 The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community Halls and community premises and is relevant, therefore, to Pencombe & Little Cowarne Parish Hall. (P&LC Parish Hall).

1.3 For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is the P&LC Parish Hall Management Committee who from time to time appoint one or more 'competent' persons to undertake the risk assessment. This assessment was carried out in June 2023.

1.4 This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:

1. Identify fire hazards
2. Identify people at risk
3. Evaluate, remove, reduce and protect from risk
4. Record, plan, inform, instruct and train
5. Review

1.5 The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the Parish Hall, namely:

1. Main entrance and foyer
2. Main Hall
3. Kitchen
4. Bar
5. Store rooms (x3)
6. Committee room
7. Toilets (x2)
8. Disabled toilet.
9. Externally/Oil Tank

1.6 For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen; fire-detection; fire-fighting' and' precautionary equipment, escape routes emergency lighting, signs and notices.

1.7 The findings of this assessment are contained in the table on pages 6 and 7, and the key points discussed in the following paragraphs.

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## **Part 2 – Fire Hazards: Potential Sources of Ignition, Fuel and Oxygen**

2.1 The main sources of ignition are the various items of electrical equipment located in the kitchen e.g. cookers, microwave, fridge. There is an oil fired boiler with associated controls located in a locked cupboard in the main foyer.

2.2 Elsewhere, the main sources of ignition are electric sockets and lighting located throughout all the Hall areas: In addition; some events-install significant amount of electrical equipment in the main Hall:

Audio visual equipment (housed in the Main Hall and Chair Store) for showing films, streaming televised events, making power point or similar presentations or just playing music.

2.3 The principal potential sources of fuel are the boiler & pipework, together with wood and plastics stored in the School and Under 5's storerooms.

2.4 Elsewhere, the main sources of fuel are the upholstered seating, curtains and timber blinds at windows as well as some wooden tables and the wooden stage.

2.5 The main source of oxygen is the natural airflow through, doors, windows and other openings. This natural airflow is sometimes supplemented by mechanical means when the extract-fan is used.

2.6 Externally the main source of fuel is the Heating Oil tank located to the North East of the Parish Hall and has been upgraded to reduce the fire risk by maintaining 1.8m distance from any flammable materials on the external face of the building and the boundary hedges.

## **Part 3 – People at Risk**

3.1 People who use the Hall and may be at risk if there is a fire include:

- Hirers
- The Parish Hall Management Committee and volunteers
- The Parish Council
- Local organisations
- Contractors
- Cleaners
- Visitors
- Children
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

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## **Part 4 – Evaluate, remove, reduce and protect from risk**

### **The risk of fire occurring**

4.1 It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen and the oil fed boiler in the lobby. Combustible materials are kept away from these sources and all portable electrical equipment and the boiler are regularly serviced and maintained in a good state of repair.

4.2 Elsewhere, electric sockets and lighting are well maintained.

### **The risk to people**

4.3 An evaluation has been carried out of the actual risk to people identified in Step 3 in the event a fire did start and spread from those areas with the main sources of ignition i.e. kitchen and lobby.

4.4 The building is a single storey construction with loft storage space. All public areas are open to the various escape routes available.

### **Removal/reduction of the hazards**

4.5 The identified potential hazards comprise the range of electrical equipment contained in the kitchen which are an essential part of the facilities available to the users of the Parish Hall. Removal would not be in the best interests of the Parish Hall or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing.

4.6 Similarly, the boiler in the lobby cupboard is essential for the comfort and well-being of users of the Hall. The potential hazards are minimised through regular servicing.

4.7 The wood, cardboard, paper and plastics stored by Pencombe School & Under 5's group represent a potential hazard and the owners are encouraged to reduce these to the practical minimum and to keep them tidy and confined to a specific area.

4.8 The Parish Hall operates a No Smoking policy in all areas of the building in accordance with the law.

4.9 Elsewhere flammable materials including but not limited to blinds, tables and seating, are generally kept away from potential hazards. Mats and leisure equipment used by local groups, other than those used by the School mentioned in item 4.7 above, are removed from the premises each week after each session.

### **Removal/reduction of the risks to people**

4.10 The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.

4.11 A fire alarm system is in place incorporating an alarm sounder and manually operated 'break glass' points which are located adjacent to the exit doors of the building.

4.12 Fire extinguishers for particular types of fire are situated in the main entrance/foyer, main Hall, kitchen, bar as detailed in the accompanying table. These are

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regularly inspected and recorded on the body of each piece of fire fighting equipment. A fire blanket is located in the kitchen.

4.13 The five main escape routes available at ground floor level are readily accessible. All are independent of each other and each has an illuminated emergency exit sign.

The main escape routes are:

- 1 - via the main entrance doors.
- 2 & 3 - via 2 independent emergency exit doors in the main Hall
- 4 - via an external door in the kitchen
- 5 - via the Bar

In addition there is an external door the bar / post office available as an escape route when this room is in use.

4.14 Escape routes are all unencumbered and are listed in the accompanying table. All emergency exit doors lead to outside areas that provide open space for safe and easy evacuation of the Hall.

4.15 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table. Fire exit signs are included on the emergency lighting panels throughout the Hall, also detailed in the accompanying table.

4.16 Notices indicating the location of emergency exit doors and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

4.17 A plan of the building showing the location of all fire exits, escape routes and fire extinguishers is on display in the main foyer. A copy of the Evacuation Procedure is displayed in the Entrance Foyer and a copy is attached here and in the Health and Safety Policy,

### **Installation, testing and maintenance**

4.18 All fire detection & extinguisher equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

4.19 Monthly visual checks are carried out of the building and equipment. The operation of the emergency exit doors, emergency lighting and the fire alarm systems are checked regularly.

4.20 The oil fed boiler is serviced on an annual basis and an appropriate certificate issued. An annual check is made of the fire extinguishers and a certificate of inspection obtained. The fire detection / alarm and emergency lighting systems are serviced twice yearly and appropriate certificates obtained. The electrical system checked and P.A.T. testing are carried out on a five yearly basis and a certificate of test obtained.

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***Conditions of Hire***

4.21 The conditions of hire of the Parish Hall state that fire and other exits must not be obstructed. The conditions of hire are shown on the Parish Hall web-site.

## **Part 5 – Record, Plan, Inform, Instruct and Train**

### **Significant findings and action taken**

5.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

5.2 A table showing the general fire safety measures is included (section 6).

### **Emergency plan**

5.3 The Parish Hall has a relatively simple layout with clear and well signed escape routes. As explained above, the conditions of hire state that fire & other exits and the illuminated fire exit signs must not be obstructed or obscured.

### ***Information and instruction***

5.4 Copies of the Conditions of Hire and Terms & Conditions are provided to hirers who are required to sign to acknowledge they accept and agree to adhere to them.

5.5 Signs indicating the location of emergency exit doors and fire extinguishers are posted at various prominent and visible points throughout the Parish Hall.

5.6 All Hall hirers, contractors and cleaners are made aware of and the need to familiarise themselves with, the Fire Safety Rules and the Fire Exit I Extinguisher plan displayed in the main foyer.

## **Part 6 – Review**

6.1 This fire risk assessment has been carried out for the Parish Hall following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively. The risks and their likelihood and severity are identified below followed by preventative safety measures to minimise or ideally eliminate them:

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<b>Location</b>	<b>Potential sources of fuel, ignition, oxygen.</b>	<b>Likelihood and Severity of Risk (from chart below)</b>	<b>Fire detection, alarm &amp; firefighting equipment.</b>	<b>Escape Routes</b>	<b>Emergency lighting, signs, notices.</b>
1. Main entrance and foyer	Electric sockets and lighting Boiler (cupboard)	Electric sockets and lighting - Medium: Rare but life threatening  Boiler - High: Unlikely but severity may be life threatening	Fire alarm point CO <sub>2</sub> extinguisher Smoke detector	Via foyer main door Via external door - kitchen	Emergency lighting No Smoking sign Fire alarm control box Extinguisher signs
2. Main Hall	Electric sockets and lighting. Upholstered seating & curtains	Electric sockets and lighting - Medium: Rare but life threatening. Upholstery and curtains fire retardant material - Low	Fire alarm points One water extinguisher One foam extinguisher Smoke detector	Via two independent emergency exits Via foyer main door	Emergency lighting plus three illuminated exit signs Extinguisher signs
3. Kitchen	Electric hobs. Electric sockets and lighting Extract fan Kettles Microwave Fridge/ Freezers Electric ovens Water heater	Electrical items but no gas - Medium: Rare but life threatening.  Main risk is fat catching fire - High but well supervised and managed.	Fire alarm point Fire blanket CO <sub>2</sub> extinguisher Heat detector	Via foyer main door Via external door	Location of exit doors and extinguishers sign Emergency lighting Extinguisher signs
4. Bar / Post Office	Electric sockets and lighting, fridge and freezer Water heater	Electric items- Medium: Rare but life threatening.	Fire alarm point Heat detector	Via foyer main door Via external door	Illuminated sign to exit door Emergency lighting
5. Committee Room	Electric sockets and lighting. Fridge freezer Upholstered seating / blinds	Electrical items- Medium: Rare but life threatening. Upholstery and blinds fire retardant material - Low	Smoke detector	Via foyer main door Via external door - kitchen	Emergency lighting

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6. Toilets – male, female and disabled	Electric lighting Water heater Extractor fan	Electric items- Medium: Rare but life threatening.	Smoke detector	Via foyer main door Via external door - kitchen	Emergency lighting
7. Store Rooms	Electric lighting Wood, paper, cardboard, plastic	Electric items- Medium: Rare but life threatening. Wood, paper, cardboard, plastic - Low	None	Via two independent emergency exits Via foyer main door	None
8. Roof Space	Electric lighting Timber roof joists	Electric lighting - Medium: Rare but life threatening. Timber roof joists - Low	Smoke detector (above the middle Store)	Not used other than by Contractors or Trustees checking the space and then escape via ladder and hatch above foyer.	None
9. External Oil Tank	Heating fuel oil from the tank and flammable items within 1.8m (according to Grange Boiler Service company who made an observation requiring the hedge to be cut back to eliminate risk).	Heating oil although unlikely because of the inspection routine but any resultant fire would be critical, therefore categorised as Medium.	None.	External with reasonable escape routes away from the Oil Tank should it catch fire.	None.

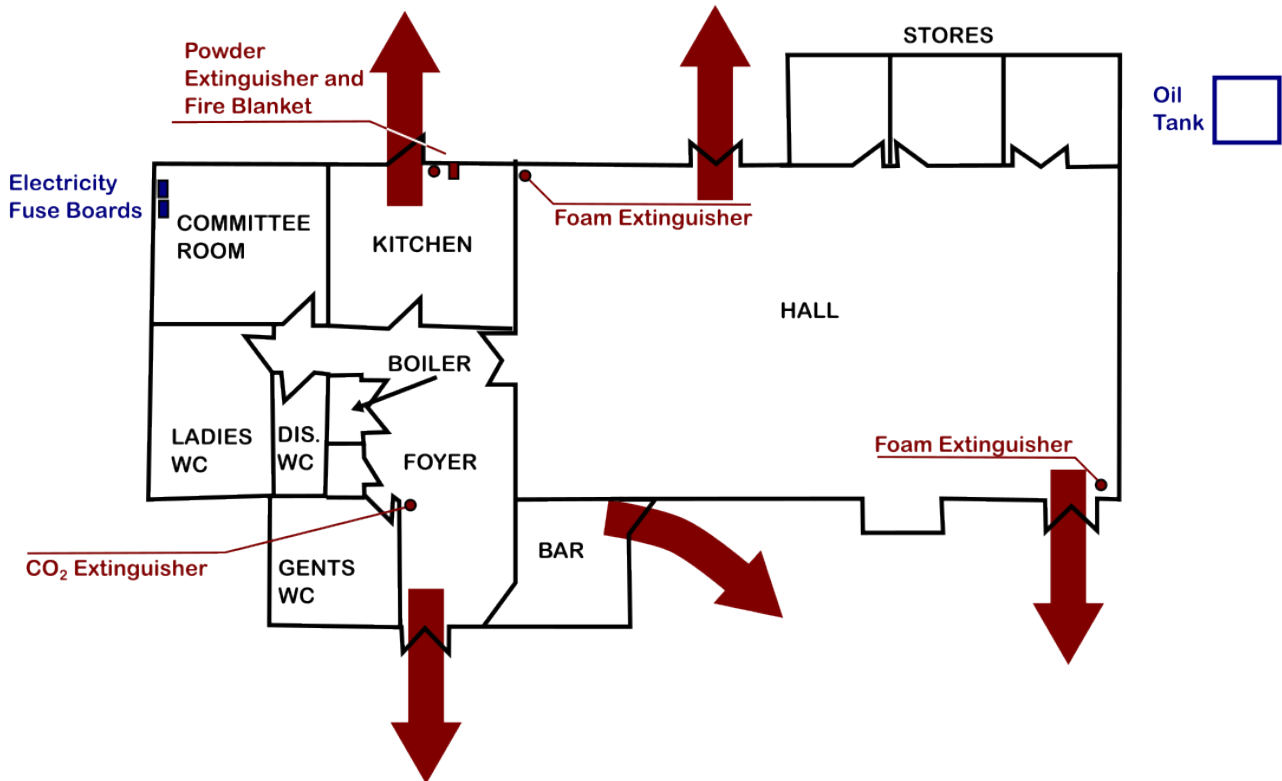


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**Likelihood/Severity Traffic Light Chart**

Likelihood	Harm severity			
	Minor	Marginal	Critical	Life Threatening
<b>Certain</b>	High	High	Very high	Very high
<b>Likely</b>	Medium	High	High	Very high
<b>Possible</b>	Low	Medium	High	Very high
<b>Unlikely</b>	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Medium	Medium
<b>Eliminated</b>	Eliminated			

Location of Emergency Exits and fire Fighting Equipment



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## **Evacuation Procedure**

The following key rules and procedures must be observed:

1. On arrival, all building users should familiarise themselves with the location of fire exits and fire extinguishers (plan on display in main foyer) and with the fire safety instructions posted. Hirers/Users/Event Organisers should brief themselves and those for whom they are responsible on these fire safety and evacuation procedures. Special attention should be given to the requirements of any people with disabilities.
2. There are five fire escape routes from the building. All routes are clearly marked with green exit signs and emergency lighting. In the event of a fire, exit the building via one of the five exits:
  - Emergency Escape Double Door, with push bar off the front of the Hall
  - Emergency Escape Double Door, with push bar off the rear of the Hall
  - Front Double Door off the Foyer.
  - Rear Single Door off the Kitchen.
  - Side single Door off the Bar.

**All the above doors must be unlocked while the building is in use.**
3. The building is provided with an electrical fire alarm system comprising break glass call points, automatic smoke and heat detectors and fire alarm sounders. An indicator panel is located at the front door in the Foyer.  
The fire alarms are tested regularly, normally when the Hall is not in use, so any fire alarm heard **must be regarded as genuine**, the Hall evacuated, and the emergency services summoned if required.
  - Raise the alarm by breaking the glass on red fire alarm call point.
  - Attempt to fight the fire with equipment available, but only if trained to do so.
  - Leave the building immediately, and direct visitors via the nearest available exit.
  - Do not wait to establish whether it is a false alarm.
  - Do not stop to collect belongings.
  - Close all doors behind you and do not run or shout - this can cause panic.
  - Do not take risks.
  - Do not return to the building for any reason until authorised to do so by a responsible person.
4. **The muster point for a roll call after evacuation is the area at the bottom of the steps adjacent the Notice Board and Post Box.**  
Following an evacuation no one should re-enter the building until the risk of danger has been eliminated. There is a list of Responsible Persons who can be "called out" displayed in the Foyer.
5. Emergency exits must be kept clear at all times.  
Do not attempt to obscure the emergency lighting.