

# FIRE RISK ASSESSMENT



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## 1. PREMISES DETAILS

<b>PREMISES ADDRESS</b>	Meadway, Temple Cloud, Bristol BS39 5BD
<b>OCCUPIER</b>	Temple Cloud Village Hall.
<b>OWNER</b>	Temple Cloud with Camely Parish Council
<b>RESPONSIBLE PERSON</b>	Philip Edwards – Parish Council Clerk
<b>USE &amp; MAXIMUM NUMBER OF PERSONS PRESENT</b>	Village Hall: Function hall with separate kitchen and entrance lobby area. <b>Occupancy numbers: 200 people rounded down, standing (Band / disco) in the main hall and circulation area outside the kitchen (20 m x 21m = approximately 240 square metres, divided by .5 metres per square meter per person = 210 people.</b> Seated venue would be restricted to table layout within the main hall, giving consideration to escape routes to final exits when organizing tables.
<b>HOURS PREMISES ARE IN USE</b>	Various times from am to midnight possibly seven days a week.
<b>CONSTRUCTION</b>	Brick wall construction under part aluminium corrugated and tiled pitched roof.
<b>DIMENSIONS</b>	Approximately 20m x 21m
<b>No. OF FLOORS IN PREMISES</b>	1 single storey.
<b>No OF FLOORS IN BUILDING</b>	1. single storey.
<b>DETAILS OF OTHER PREMISES IF PART OF MULTI-OCCUPIED BUILDING</b>	Single occupancy premises. (Hired out to 3 <sup>rd</sup> parties at various times via appointments)
<b>NAME OF ASSESSOR INCLUDING CONTACT DETAILS</b>	Mike Radcliffe. <b>Radcliffe Fire Protection Ltd</b> Email: <a href="mailto:mike@radcliffefireprotectionltd.co.uk">mike@radcliffefireprotectionltd.co.uk</a> Tel: 01225 708815 Mob: 07908932707
<b>TRAINING &amp; EXPERIENCE OR KNOWLEDGE OR OTHER QUALITIES OF ASSESSOR</b>	37 years operational and fire safety experience. Member of the Institute of Fire Engineers. Level 2 Fire Risk Assessor Practitioners Course Fire Service College.
<b>DATE ASSESSMENT CARRIED OUT</b>	4 <sup>th</sup> March 2022.
<b>REVIEW DATE</b>	4 <sup>th</sup> March 2023.

## 2. HAZARDS

SOURCES OF IGNITION INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	Faulty electrical equipment, smoking material, naked flame (electric cooking appliances in kitchens). Arson.
EXISTING CONTROL MEASURES	No smoking within the premises, designated smoking area outside to the front, Combustible rubbish stored in bins outside away from the building. The periodic electrical inspection was carried out in 2019 and will be due to be carried out again in 2024. All portable electrical appliances were P.A.T. tested in November 2021. CCTV installed throughout and metal roller shutter doors are installed over the top of existing entrance. The kitchen is equipped with domestic electric appliances and mainly lends itself to buffet style catering.
ACTION REQUIRED	No action required.

SOURCES OF FUEL INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	Fixtures and fittings, floor and wall coverings, combustible waste packaging from kitchen and food products being prepared. <b>Stage curtains installed on the stage area, size of stage approximately 5m x 9m.</b>
EXISTING CONTROL MEASURES	Fixtures and fittings, floor and wall coverings comply with the relevant fire retardant British Standard. All combustible waste is stored in bins away from the building. Consumables are kept to a minimum and only fully trained staff use the kitchen facilities.
ACTION REQUIRED	As and when refurbishments are carried out within the premises, ensure all fixtures and fittings floor and wall coverings, curtains and drapes are in compliance with the appropriate fire retardant British Standards. <b>Confirm that the Stage curtains are fire retardant or have been treated using fire retardant spray. If the curtains are required to be treated ensure they are treated with a fire retardant substance to achieve a minimum 30 minutes fire protection.</b>

## 2. HAZARDS cont.

DETAILS OF ANY HAZARDOUS SUBSTANCES PRESENT:	
HAZARDS IDENTIFIED	Small amounts of flammable aerosols and corrosive cleaning substances.
EXISTING CONTROL MEASURES	Cleaning substances are kept to a minimum and stored within a suitable locked cupboard within the premises.
ACTION REQUIRED	No action required.

HAZARDS FROM WORK PROCESSES – DETAILS INCLUDING ACTION TAKEN TO REDUCE THE RISK:	
HAZARDS IDENTIFIED	Electric oven, hobs and microwave within the kitchen.
EXISTING CONTROL MEASURES	30-minute fire door with combined fire and smoke seals, three fire rated hinges and a self closing door device. Metal roller shutter door to the serving hatch. Automatic fire alarm and detection system and portable firefighting equipment appropriate to the risk installed throughout.
ACTION REQUIRED	No action required.

## 2. HAZARDS cont.

STRUCTURAL HAZARDS:	
HAZARDS IDENTIFIED	None identified.
EXISTING CONTROL MEASURES	None required.
ACTION REQUIRED	No action required.

### 3. HISTORY

HISTORY OF ANY PREVIOUS FIRES AFFECTING THE PREMISES:	
DETAILS	No history of fire at these premises.
ACTION REQUIRED	No action required.

#### 4. MITIGATING THE EFFECTS OF FIRE

MEANS OF FIGHTING FIRE:	
<b>DETAILS</b>	Portable fire fighting equipment situated throughout the premises appropriate to the risk, serviced annually by Abbey Fire, last carried out in April 2021, to the appropriate British Standard BS 5306-3: 2017.
<b>MATTERS OF CONCERN</b>	None.
<b>ACTION REQUIRED</b>	No action required.

MEANS FOR RESTRICTING FIRE SPREAD:	
<b>HAZARDS IDENTIFIED</b>	Fire spread beyond the floor of origin, function hall, kitchen and lobby area.
<b>EXISTING CONTROL MEASURES</b>	30-minute fire doors with combined fire and smoke seals, three fire rated hinges and a self closing door device. Automatic fire alarm and detection system and portable firefighting equipment appropriate to the risk installed throughout.
<b>ACTION REQUIRED</b>	No action required.



#### 4. MITIGATING THE EFFECTS OF FIRE cont.

MEANS OF SEGREGATING AREAS OF HIGHER FIRE RISK:	
HAZARDS IDENTIFIED	Kitchen and general storeroom, COSHH cupboard and mains electrical / plant room.
EXISTING CONTROL MEASURES	30-minute fire doors with combined fire and smoke seals, three fire rated hinges and a self closing door device. Portable firefighting equipment appropriate to the risk. Automatic fire alarm and detection system installed throughout the premises, compliant to the British Standard BS 5839-1:2017.
ACTION REQUIRED	No action required.

## 5. FIRE DEVELOPMENT

HAVING REGARD TO INFORMATION CONTAINED IN SECTION 1 – 5, DESCRIBE THE MOST LIKELY WORSE CASE SCENARIO FIRE SITUATION TO BE ENCOUNTERED.

In my opinion the worst case fire scenario would be from a fire occurring when the village hall was being used for a function and at full capacity. It would be fair to suggest that the fire would be detected relatively quickly by the automatic fire detection or spotted by a member of public who would be able to raise the alarm by activating the nearest manual call point, putting into place the emergency procedure enabling everyone to evacuate and call the emergency services.

### ACTION REQUIRED

Ensure the weekly testing of the automatic fire alarm and detection system and monthly flick tests of the emergency lighting is carried out by the responsible person, all fire doors and protected escape routes are intact and are in good working order, regularly maintain the portable firefighting equipment and the fire alarm system, ensure all staff and 3rd parties hiring the hall are fully conversant in the fire evacuation procedures.

## 6. OCCUPANTS

OCCUPANT CHARACTERISTICS:	
DETAILS OF OCCUPANTS	Third party organisations hiring the premises, members of the public, visitors and contractors. The premises is used by a selection of age groups and all children are accompanied by a responsible adult.
DETAILS OF ANY PERSONS CONSIDERED TO BE PARTICULARLY AT RISK E.G LONE WORKERS, VISITORS, PEOPLE WITH SPECIAL NEEDS, PEOPLE WHO MAY BE ASLEEP.	<b>Any person using the premises that may identify as requiring support to evacuate in the event of a fire.</b>
ACTION REQUIRED	<b>Management of the premises to put in place procedures to confirm that third party organization hiring the Village Hall, identify any person at risk, who may need assistance to evacuate, and their responsibility to those persons are addressed in the event of fire, whilst attending a private function on the premises.</b>

## 7. RAISING THE ALARM

MEANS OF DETECTING & GIVING WARNING OF FIRE:	
DETAILS	An automatic fire alarm and detection system is installed at the premises, compliant to the British Standard BS 5839-1:2017.
MATERS OF CONCERNS	<b>No secure isolator installed in the system to limit the risk of unauthorised isolation of the fire alarm system.</b>
ACTION REQUIRED	<b>Instruct a suitable fire alarm company to install a secure isolator to the fire alarm system to reduce the risk of unauthorised isolation of the fire alarm system, to comply with the appropriate British Standard BS 5839-1:2017.</b>

## 8. ESCAPE ROUTES

ESCAPE ROUTES AND EXITS AVAILABLE FOR OCCUPANTS:	
EXISTING PROVISION	Two double final exits from the function hall and double final exit back to entrance lobby with two final exits. Double main entrance doors to the inner entrance lobby with single final exit from the area.
MATTERS OF CONCERN	None identified.
ACTION REQUIRED	No action required.

MEANS FOR ENSURING ESCAPE ROUTES CAN BE SAFELY USED DURING EVACUATION:	
EXISTING PROVISION	Emergency escape and exit lighting installed throughout the premises, conforming to the appropriate British Standard B.S.5266. The appropriate exit and directional signage installed throughout the premises, complying fully with the appropriate British Standard B.S 5499. All exits and escape routes were found to be free from congestion at the time of the fire risk assessment audit.
MATTERS OF CONCERN	<b>Two high level lantern style emergency lighting units were found not to be in working order within the function hall. No fire exit directional sign displayed over the rear final exit door from the function room.</b>
ACTION REQUIRED	<b>Install a fire exit directional sign above the final exit door to the rear of the function hall. Instruct a suitable contractor to repair or replace the faulty emergency lighting units within the function hall, ensuring all work carried out complies with the appropriate British Standard BS 5266-1: 2016.</b>

## 9. EVACUATION PROCEDURES

EMERGENCY ACTION PLAN:	
EXISTING PROVISION	Public fire procedure notices are required to be displayed appropriately throughout the premises adjacent to manual call points. Fire procedure / emergency plan are supplied to the third part organization hiring the hall on booking, detailing the procedure to take in the event of fire, the location of the fire assembly point and emergency contact numbers.
MATTERS OF CONCERN	<b>Fire Action notices not displayed adjacent to each fire alarm manual call point.</b>
ACTION REQUIRED	<b>Ensure Fire Action Notices are displayed adjacent to all manual call points, detailing the procedures to take in the event of a fire and the location of the fire evacuation assembly point.</b>

## 10. FIRE SAFETY MANAGEMENT

FIRE SAFETY POLICY STATEMENT:	
DETAILS	A Fire Policy Statement needs to be produced by the Parish Council.
MATTERS OF CONCERN	<b>No Fire Policy Statement Produced.</b>
ACTION REQUIRED	<b>Produce a Fire Policy Statement indicating the Parish Council's commitment to the fire safety arrangements at the premises.</b>

FIRE SAFETY MANAGEMENT SYSTEM IN PLACE:	
DETAILS	All fire safety management systems in place are kept by the Parish Council Clerk.
MATTERS OF CONCERN	None identified.
ACTION REQUIRED	No action required.

## 10. FIRE SAFETY MANAGEMENT cont.

PROCEDURES IN PLACE TO MONITOR AND REVIEW FIRE SAFETY PROCEDURES IN THE PREMISES:	
DETAILS	Weekly fire alarm testing and monthly emergency lighting flick test / monthly fire safety audits need to be carried out by the responsible person, inspecting firefighting equipment, emergency exits, fire doors, escape routes, and all other fire safety systems and equipment.
MATTERS OF CONCERN	<b>No weekly fire alarm testing or monthly emergency lighting flick test / monthly fire safety audits carried out.</b>
ACTION REQUIRED	<b>Ensure weekly fire alarm testing and monthly emergency lighting flick test / monthly fire safety audits are carried out, recording all results and addressing any significant findings.</b>



## 11. MAINTENANCE OF EQUIPMENT

MAINTENANCE PROGRAMME FOR PREVENTATIVE & PROTECTIVE MEASURES:	
DETAILS	Abbey Fire annually service the portable firefighting equipment. The emergency light drain down test is carried out by Apex, last carried out in December 2021 and the fire alarm is serviced annually by Apex and was last carried out in June 2021.
MATTERS OF CONCERN	None identified.
ACTION REQUIRED	No action required.

## 12. TRAINING

FIRE SAFETY TRAINING PROVIDED FOR RELEVANT PERSONS	
DETAILS	All staff need to receive fire safety induction training when starting their employment and annual refresher training thereafter.
MATTERS OF CONCERN	<b>No formal fire safety training carried out for responsible persons.</b>
ACTION REQUIRED	<b>Carry out fire safety training for all responsible persons at the premises and record all training given.</b>

### 13. RECORDS

RECORDS OF MAINTENANCE AND TRAINING	
DETAILS	All maintenance and fire safety training records are kept within the fire safety management file held by the Parish Clerk.
MATTERS OF CONCERN	None identified.
ACTION REQUIRED	No action required.

## 14. CO-OPERATION & CO-ORDINATION

PROCEDURES IN PLACE TO ENSURE CO-OPERATION AND CO-ORDINATION BETWEEN OCCUPIERS OF RELEVANT PREMISES:	
DETAILS	Single occupancy premises owned and managed by the Parish Council. (Hired out at various times by appointment to third party organizations).
MATTERS OF CONCERN	None identified.
ACTION REQUIRED	No action required.
CONSULTATIONS CARRIED OUT WITH INTERESTED PARTIES DURING RISK ASSESSMENT PROCESS. E.G. EMPLOYEES/SAFETY REPRESENTATIVES:	
DETAILS	Philip Edwards, Clerk for the Parish Council, was consulted throughout the risk assessment process.
MATTERS OF CONCERN	None.
ACTION REQUIRED	No action required.

**14. CO-OPERATION & CO-ORDINATION cont.**

PROCEDURES IN PLACE FOR ANY NECESSARY CONTACT WITH EXTERNAL EMERGENCY SERVICES, PARTICULARLY AS REGARDS FIRE-FIGHTING, RESCUE WORK, FIRST-AID AND EMERGENCY MEDICAL CARE.	
DETAILS	Avon Fire and Rescue Service, fire safety department have visited the premises in the past and have information on file.
MATTERS OF CONCERN	None.
ACTION REQUIRED	No action required.

## 15. CONCLUSIONS

### CONCLUSIONS

The village hall is well organised and has a responsible attitude to fire safety with an automatic fire alarm and detection system, portable firefighting equipment appropriate to the risk and emergency lighting installed. It is essential that all staff and third parties hiring the premises receive instruction on the procedure to take in the event of a fire and are fully aware of their responsibilities.

### ACTION REQUIRED

Take note of all deficiencies indicated in the remedial action plan and rectify within the given time scale.

**16. REMEDIAL ACTION PLAN**

**SEE SEPARATE FILE.**

## 17. ANY OTHER RELEVANT INFORMATION

**Fire precaution signs required:**

1 x Final exit directional sign

2 x Fire Action Notice

Please note the relevant British standards used within this risk assessment.

BS 476: Fire tests on building materials and structures.

BS 5423: Specification for portable fire extinguishers.

BS 6575: Specification for fire blankets.

BS 5499: Fire safety signs, notices and graphic symbols.

BS 5266: Emergency Lighting.

BS 5839: Fire detection and alarm systems for buildings.

BS 5852: Fire tests for furniture.

BS 5867: Specification for fabrics for curtains and drapes.

BS 5287: Specification for assessment and labelling of textile floor coverings.

BS 5725: Emergency exit devices.

BS 6262: Code of practice for glazing for buildings.