

Fire Risk Assessment: Henry Warren Hall, Nyewood



Property & Assessment Team

Name and address of property: The Henry Warren Hall
Nyewood
PETERSFIELD
GU31 5HX

Employer or other responsible person: Tania Chaplin

Position: Chairperson of Operating Committee

This Risk Assessment was conducted by the responsible person.

Accompanied by: Ken Smith

Position: Ex Chairperson of Operating Committee & volunteer

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. It is based on a 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by a competent person by the date indicated on page 2 or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

Signed.....

T. Chaplin, Chairperson of Operating Committee

Dated: 5 December 2022

General Information

General Description of Building:

A brand-new building designed and approved by the South Downs National Park Planning Authority to comply with current building regulations. Constructed from blocks, brick and timber, with two pitched roofs constructed from timber, clay tiles and zinc. The hall is all on one ground floor. The approximate area internally is 220 square metres.

Activities Carried Out There: Village Hall.

General Occupancy Times: Variable.

Fire Loss Experience: None recorded – brand-new community facility.

Assessed Risk Category: Normal.

This has been taken into consideration when making the recommendations listed. These recommendations listed on page 8 of this report.

Date of Survey: 22nd October 2022

Date of Report: 5 December 2022

Date of previous Report or Review: N/A

Suggested date for next Review: November 2023.

Other Relevant Information:

The hall is fitted with a fire safety system which will be monitored 24/7 via ADP Petersfield in conjunction with the intruder alarm system.

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1. 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 what 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 that harm occurring.

Listed below are the sections of this document, along 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.

SECTION 3: Evaluation of Fire Risk (Risk of a fire occurring)

Section 2 dealt with the *identification* of potential ignition sources, the materials that 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.

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.

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.

SECTION 6: Evaluation of Risk from Fire to Identified People

Section 5 *identified* people at risk, and this section will now deal with the *evaluation* of the actual risk to those people should a fire start and spread from the locations identified in sections 2 and 3 of this report.

SECTION 7: Elimination or Reduction of Risk from Fire to People

This section is concerned with the reduction 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.

SECTION 8: Management of Fire Safety

This section is concerned with ensuring that fire risk to people is at as low a level as is reasonably practical by ensuring that adequate management systems are in place.

8.1 and 8.2: These subsections detail preventative and protective measures required (8.1) or recommended (8.2) in order to reduce fire hazards and risks to an acceptable level.

8.3: Emergency Plan: This details the actions which need to be taken in the event of a fire, and is based on the outcome of this Fire Risk Assessment.

8.4: Review of Risk Assessment: This subsection is concerned with review and revision of the Fire Risk Assessment to ensure that fire precautions continue to work effectively.

2. Identification of Fire Hazards

2.1. Sources of ignition

Ignition source identified	Location / Remarks
Smokers (Cigarettes, vapes etc)	Although visitors are not permitted to smoke or vape on the premises, there is a slight possibility that some may ignore this.
Electrical Equipment	Electrical equipment includes general equipment throughout. There is vacuum cleaner which is kept in the locked kitchen cupboard. There is an AV system kept in a locked cabinet in the store room and an electronic till in the bar.
Arson / Vandalism	The possibility of deliberate ignition cannot be completely ruled out.
Cooking / Snacking	There are facilities within the kitchen area which include ovens, induction hob, cookers, microwave, kettle and hot water boiler.
Heating	The main heating system comprises of electric ceiling mounted panel heaters.

2.2. Sources of fuel

Combustible materials	Location / Remarks
Chairs, tables, blinds and curtains throughout the building. Boxed items in storerooms.	Furniture and furnishings are made of fire-retardant material. There are designated storage areas for toilet tissue. Quantities of waste are minimal, as waste is removed to outside locked bin store on a regular basis.
Other	No flammable liquids and gases will be permitted inside the building or stored onsite. Cleaning products will be kept within the locked kitchen cupboard. Alcohol will be stored in a locked cupboard within the bar area.

2.3. Sources of oxygen

Oxygen source	Location / Remarks
Natural ventilation e.g. openings such as doors, windows, ducts etc	No sources other than in normal acceptable quantities.
Mechanical ventilation e.g. air conditioning, air handling systems.	None present at time of inspection
Oxidising agents/materials or oxygen cylinders.	None present at time of inspection

3. Evaluation of Fire Risk (Risk of a Fire Occurring)

3.1. Risk of fire from sources of ignition

Ignition source	Perceived risk
Smokers (Cigarettes, vapes etc)	No smoking is permitted inside the hall in accordance with UK laws, however there is a slight possibility that people may ignore this. Smoking is permitted outside at the front of the building and a locked exterior bin is provided for spent cigarettes.
Electrical Equipment	Minimal. All electrical equipment is new and wiring installed and tested by professional contractors.
Arson / Vandalism	Risk of combustible materials being deliberately ignited. The bin store will be locked at all times, with only hirers and Operation Committee/assigned volunteers allowed access to safely dispose of rubbish.
Cooking / Snacking	All the equipment is new and installed by professional contractors. Misuse of the cookers could start a fire.
Heating	Minimal. The electric ceiling mounted panel heaters are newly installed by professional contractors and operate on a protected circuit.

3.2. Risk of fire spread through sources of fuel

Combustible materials	Perceived risk
Chairs, tables, blinds and curtains throughout the building. Boxed items in storerooms.	Furniture and furnishings are made of fire-retardant material. The risk of fire spreading through the sources of fuel is low.
Other	Minimal. Only cleaning products will be kept onsite in the locked kitchen cupboard.

3.3. Risk of fire spread through sources of oxygen

Oxygen source	Perceived risk
Natural ventilation e.g. openings such as doors, windows, ducts etc	Minimal. No sources other than in normal acceptable quantities.
Mechanical ventilation e.g. air conditioning, air handling systems.	Nil - None present at time of inspection
Oxidising agents/materials or oxygen cylinders.	Nil - None present at time of inspection

4. Elimination or reduction of fire hazards

* Can we: E = Eliminate? R = Reduce? Other = specify? N = None of these?

4.1. Elimination or reduction of ignition sources

Ignition source	*	Comments
Smokers (Cigarettes, vapes etc)	N	No smoking signs/notices are displayed in accordance with current legislation.
Electrical Equipment	N	Portable electrical equipment is PAT tested every 12 months by a competent person. The electrical system is newly installed.
Arson / Vandalism	N	Exterior lighting is fitted to illuminate outside areas with adjustable photocell timer.
Cooking / Snacking	N	Portable electrical equipment is PAT tested every 12 months by a competent person. Other cooking equipment is inspected periodically to ensure that it is free from damage and excessive wear, and is clean and in good working order.
Heating	N	Panel heaters are newly installed by professional contractors and operate on a protected circuit.

4.2. Elimination or reduction of fuel sources

Fuel source	*	Comments
Chairs, tables, blinds and curtains throughout the building. Boxed items in storerooms.	N	Clutter is avoided wherever possible. Waste materials are minimal in quantity and well- managed.
Other	N	Cleaning products will be stored in a safe manner to minimise risk the locked kitchen cupboard.

4.3. Elimination or reduction of oxygen sources

Oxygen source	*	Comments
All sources	N	Not possible to reduce oxygen sources.

5. Identification of People at Risk

People at Risk	Comments
People who use the main hall	Numbers will be limited to 100 in total throughout the premises. Maximum 64 seated on tables of 8 or 80 theatre style.
People who use the meeting room / bar area	Number unlikely to exceed 25.
People with disabilities or special needs.	The hall has been designed to cater to people with disabilities e.g. front access, disabled toilet.

6. Evaluation of Risk from Fire to identified People

Risk to people	Comments
People with disabilities or special needs.	The hall has been designed to provide wheelchair exit via main entrance.

7. Elimination or Reduction of Risk to People

	Yes/No	Comments
Are the means of detecting and giving warning of fire adequate for the risk ?	Yes	Mains wired smoke detectors and fire alarm points are located around the building in accordance with the fire strategy approved by the local planning authority and fire officer.
Is there sufficient, well-maintained fire-fighting equipment sited throughout the building?	Yes	Sufficient extinguishers are provided and these are maintained on annual contract.
Are the means of escape safe, of sufficient width & numbers & within acceptable travel distance limits?	Yes	
Is normal and emergency lighting sufficient for the premises?	Yes	Emergency lighting system is installed in the building.
Are there enough appropriate signs and notices?	No	'Fire Action' notices are to be provided and sited by the front entrance and main hall fire doors.
Are maintenance and testing arrangements adequate?	No	A Fire Safety Log Book is to be provided and will be updated monthly with checks by the Operating Committee.
Are fire procedures adequate for the premises?	Yes	There are sufficient fire escape doors in the building to cover all situations.

8. Management of Fire Safety

8.1. Remedial action required and actions taken

Section	Page	Remedial action required	Rectify by (date)	Date Rectified
7	8	'Fire Action' notices are to be provided and sited by the front entrance and main hall fire doors.	25/11/2022	23/11/22
7	8	Arrangements for maintenance and testing of equipment and systems should be put in place and recorded as detailed in the Fire Safety Log Book provided.	15/12/2022	9/12/22

8.2. General comments / other recommendations

Section	Page	Comments / Recommendations
4	7	The cookers should be inspected regularly for damage and kept clean and in good order.
4	7	It is considered good practice for portable electrical equipment to be tested annually, and the fire system tested periodically by a competent contractor.
4	7	It is important that the smoke alarms are tested annually to ensure that they are in good working order.
		The perimeter path should be kept free from foliage and other obstructions.

8.3. Emergency 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 Operating Committee will generally be responsible for ongoing compliance with fire safety legislation and for fire safety management in the premises, but 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.

Fire Risk Assessment

A Fire Risk Assessment as required by law has already been carried out on the premises. The results of this assessment, and any remedial action taken as a consequence, have been fully considered in drawing up this plan. It is vital that occupants become familiar with this plan and the procedures contained therein, in order that in the event of a fire occurring, we can ensure as far as humanly possible the safety and wellbeing of all people that are likely to enter the building, particularly members of the public and contractors.

The most significant points raised in the Fire Risk Assessment are as follows:

Signs and Notices: 'Fire Action' notices have been provided and situated at designated locations within the building. A copy of these will also be supplied to parties hiring the hall.

Fire Safety Checks: These will be carried out on a regular basis and recorded in the Fire Safety Log Book provided.

If A Fire Is Discovered

If you discover or suspect a fire, you must raise the fire alarm by shouting "Fire!" and breaking the nearest glass fire alarm point.

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 evacuate to a point of safety in the car park or across the road.

It will be the task of the person responsible for the hall at the time (whether a committee member or the person who has signed the Hiring Agreement) to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to toilets.

Calling and Liaising With the Fire Service

Upon hearing the fire alarm, the responsible person will alert the Fire Service by dialling 999. If it is not safe to do so within the premises, this will be done outside by 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, where and when they were last seen;
- Where the fire is, what it involves, and how big it is;
- Where the building services (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.

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 it is 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.

8.4. Review and revision of Fire Risk Assessment.

It is recommended that the first review is carried out approximately 12 months after the initial 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
26/10/23	Tania Chaplin (accompanied by Ken Smith)	No changes	