

FIRE RISK ASSESSMENT JULY 2012

ST JOHN'S (KINGSDOWN) VILLAGE HALL, UPPER STREET, KINGSDOWN, DEAL, KENT, CT14 8BJ
Registered Charity Number 302777

Date of next full review January 2013

This Fire Risk Assessment has been carried out with regard to The Regulatory Reform (Fire safety) Order 2005, which took effect in England and Wales in October 2006.

The aim of this **Fire Risk Assessment** is to reduce the risks of fire, and thus protect all users. A Fire Safety Folder is kept on the premises, and each Trustee has a copy of the Risk Assessment.

A **Hazard** has the potential to cause harm. A **Risk** is the chance of that harm occurring.

Fires require three things to start

- **Fuel** – flammable fluids (solvents) and flammable chemicals (cleaning products), soft furnishings (curtains, seating), stationary and rubbish.
- **Ignition** – faulty electrics, light fittings, portable kitchen appliances, cooking equipment, room heaters, central heating boilers etc
- **Oxygen in the air** – close doors to reduce the risk as much as possible!

The Village Hall Trustees are collectively the '**responsible person**'. The '**competent persons**' are Jane Banks and Mike Glavin.

Plans of the building *to scale* are displayed in the hall, with the **two exit routes** and the location of fire extinguishers clearly marked.

Hirers (regular users and private bookings) are made aware of the **Fire Risk** policy and the **Health and Safety** policy in operation at the hall when they sign the 'Conditions of Hire' contract (copy available in the Fire Safety Folder).

The Booking Secretary (Mike Glavin) brings to the attention of hirers, the **Fire Risk** policy and the **Health and Safety** policy.
Details also on website www.kingsdownvillagehall.org.uk

Fire fighting policy on the premises

Manual alarm bell in main hall

Fire Detection and alarm - new system installed Sept 2010 (including smoke detectors)

Related paper work from electrician is in the Health and Safety folder kept in the labeled kitchen cupboard

ACTION - Smoke alarm is faulty, and sensor light on lobby stairs needs replacing

Fire fighting equipment provided on the premises (see plan)

One Class A Water extinguisher in the Main Hall mounted on the wall by main doors (for use on paper, wood and textiles)

One CO₂ extinguisher in the Main Hall mounted on the wall by main doors (for use on flammable liquids and electrical fires)

One Class A Water extinguisher mounted on the wall in the Lobby Entrance (for use on paper, wood and textiles)

One CO₂ extinguisher in the Kitchen mounted on the wall by the door (for use on flammable liquids and electrical fires)

One fire blanket in the Kitchen

Check list in Fire Risk Assessment Folder (annual - see Appendix)

Complete records in the Fire Safety Folder - Fire fighting equipment is to be inspected monthly

KCC Inspection services 01622-605028 / Stephen Trebill 01732 369702 / Tom Morrison 07786 191387

<http://www.inspectionsservices.org.uk>

Annual Service and purchase of 2 new extinguishers performed on **21/10/2011**

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FIRE RISK ASSESSMENT, LOWER HALL

Risk Identified	Level of Risk	Action required to reduce risk (if any)	Owner	Risk after Action	Date action completed
Chairs (charcoal)	High	New in 2009, so materials assumed to be fire retardant. Risk reduced due to smoking ban Stacked neatly as per notice	Trustees	reduced	No Action
No smoking	Low	No smoking signs displayed on door	Trustees	Low	No Action
Fridge	Low	PAT tested 16/02/2012	Trustees	Low	No Action
Kettle	Low	PAT tested 16/02/2012	Trustees	Low	No Action

Paper work for toilet macerator system is retained by the secretary.

FIRE RISK ASSESSMENT, ENTRANCE LOBBY

Risk Identified	Level of Risk	Action required to reduce risk (if any)	Owner	Risk after Action	Date action completed
No smoking	Low	No smoking signs displayed on door and all notice boards	Trustees	reduced	No Action
Leaflets	Med	Leaflets stored in dedicated storage displays	Trustees	reduced	No Action
Smoke and fire alarm		Smoke alarm faulty	Trustees	reduced	ACTION rqd

FIRE RISK ASSESSMENT, MAIN HALL

Risk Identified	Level of Risk	Action required to reduce risk (if any)	Owner	Risk after Action	Date action completed
Chairs (charcoal)	Low	New in 2009, so materials assumed to be fire retardant. Risk reduced due to smoking ban. Stored neatly in dedicated storage area. Sign/notice giving stacking guidance provided	Trustees	Low	No Action
No smoking signs	Low	No smoking signs displayed on every door	Trustees	reduced	No Action
Toddler equipment	Low	Stored neatly in dedicated storage area. Risk reduced due to smoking ban	Pre-school	reduced	No Action
Pre-School Cupboard	Low	Tidy cupboard, but contents require reducing where possible	Pre-School	reduced	No Action
General Store Cupboard	Low	Tidy cupboard, but contents require reducing where possible.	Trustees and User Groups	reduced	No Action
Hoover	Low	PAT tested 16/02/2012	Trustees	Low	No Action
Mezzanine Area	Med	High level – no unsupervised children allowed – notice displayed	Trustees	reduced	No Action
Wiring	Low	Wiring new. Certificates in H+S folder	Trustees	Low	No Action

FIRE RISK ASSESSMENT, KITCHEN

One CO₂ extinguisher in the Kitchen (for use on flammable liquids and electrical fires)
One fire blanket in the kitchen

Risk Identified	Level of Risk	Action required to reduce risk (if any)	Owner	Risk after Action	Date action completed
Microwave	Low	PAT (portable appliance test) passed 16/02/2012	Pre-school	Low	No Action
Fridge	Low	PAT (portable appliance test) passed 16/02/2012	Pre-school	Low	No Action
Urn	Low	PAT (portable appliance test) passed 16/02/2012	Trustees	Low	No Action
Kettle	Low	PAT (portable appliance test) passed 16/02/2012	Trustees	Low	No Action
Gas Cooker	Low	Landlord's gas safety check rqd Sept 2012	Trustees	low	Action Rqd
Bins/Rubbish	Low	All users to remove rubbish and take away			Daily Check Rqd
Risk Assessment Folders	Low	Placed in labelled cupboard	Trustees	Low	No Action

FIRE RISK ASSESSMENT, CLEANER'S CUPBOARD

Cupboard is kept locked, Maintenance Officer confirmed contents on 3/1/2012

Safety Sheets for bleach, toilet and all purpose solutions in Health and Safety folder

Risk Identified	Level of Risk	Action required to reduce risk (if any)	Owner	Risk after Action	Date action completed
Store of toilet rolls and cleaning solutions.	Low	Solutions inflammable, so no action required. All chemicals must be stored upright. Notice provided on door	Trustees	Low	No Action

FIRE RISK ASSESSMENT, TOILETS

Risk Identified	Level of Risk	Action required to reduce risk (if any)	Owner	Risk after Action	Date action completed
Large scout poles stored in dedicated cupboard	Medium	Reduce contents where possible	Scouts	Low	No Action

FIRE RISK ASSESSMENT, FORECOURT

Risk Identified	Level of Risk	Action required to reduce risk (if any)	Owner	Risk after Action	Date action completed
Wooden Playhouse	Low	No action required	Pre-school	Low	No Action
Wooden Store	Low	Reduce contents where possible	Pre-school	Low	No Action
Fire exit route	Low	Clear – no action	Trustees	Low	No Action
Broken fence panel	Low	Replace	Trustees	Low	Action rqd
Rubbish in bags	Low	Ready for collection	Various	Low	Check Weekly
Builders rubble	Med	Remove all rubble from front of forecourt	Builders	None	Action rqd

FIRE RISK ASSESSMENT, ELECTRICAL SAFETY

Risk Identified	Level of Risk	Action required to reduce risk (if any)	Date of next Inspection
All wiring new	Low	Visual check every year Professional check every 5 years (certificates in H+S folder). Next one due January 2015	Due Jan 2013
Emergency Lighting	Low	Visual check every year Professional check every 5 years (certificates in H+S folder). Next one due January 2015	Due Jan 2013
Ceiling lights – main hall	Low	All lights working – no action required	No Action
Electrical Equipment	Low	PAT testing required annually	Due Feb 2013

Fire Action Notices are placed in the hall, and next to each break glass box.

Explain the hall’s fire safety procedures at public events so that users are fully aware we have these in place.

Letter Box

Metal one fitted (to reduce the risk of arson)

Gas Safety

Annual service and Landlord’s Gas Safety Certificate
 Certificates from David Osbourne Ltd (01304-381999) in H+S folder
 6 radiators (access to heater controls on 2 of the radiators, by windows, blocked by covers)
 1 kitchen cooker

Action rqd