

Washington Village Memorial Hall Charity

Fire Risk Assessment

Business Name:	Washington Village Memorial Hall Charity		
Premises Name: Address:	Washington Village Memorial Hall School Lane Washington RH20 4AP		
Premises Description:	Single storey building of part brick, part wood construction, used as a village hall and comprising two rooms, two kitchens, four toilet areas, seven store rooms and a boiler room.		
Hours of Business	00:00 – 00:00		
Max No. of persons at any one time:	180		
Responsible Person: Position Held: Contact Number:	Bryon Winslade Fire Safety Officer		
Building Owner: Contact Number:	Washington Parish Council		
Last WSCC Fire Safety Audit Date:	23 June 2015		
Last Risk Assessment:	19 July 2017	By:	Freya Carter & Rob Gerig
Next Risk Assessment:	May/June 2018	By:	Bryon Winslade
Next Review:	August 2018	By:	Trustee Board

Sources of Ignition, Fuel and Oxygen						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Main entrance	Mains power supply cupboard - access and fire resistance	All	L	cupboard locked. Access not required (WSSC Fire Safety Audit) 12.5 mm fire resistant plasterboard on back		
Whole premises	Failure of electrical wiring	All	L	5 yearly test	Next test - May 2020	BW May 20
Whole premises	Fixed electrical equipment – sockets, hob, electric ovens, heaters, radiators	All	L	Five yearly check on fixed electrical equipment Visual checks carried out by facilities manager	Next test - May 2020	BW May 20
Both Rooms, kitchens	gas appliances	All	L	Gas appliances checked annually. Heater in small room guarded Visual checks carried out by facilities manager	Next check - Sep 17	BW Sep 16
Whole premises	Portable electrical equipment owned by hall	All	L	Visual check by facilities manager Faulty items replaced immediately Annual Portable Appliance Test (PAT)	PAT due in Jan 2018	BW Jan 18
Whole premises	Portable electrical equipment brought in by hirers	hirers	L	Users aware they are responsible for the safety of any equipment brought into hall (Included in Conditions of Hire)		
Boiler room	Boiler	All	L	Annual gas check	Next due Sep 2017	BW Sep 17
Store Room adjacent to Boiler room	used as storage for cricket club	Hirers	L	fire resistant partition across boiler room (see invoice on file)		
Back toilet, shower room	Electrical panel	None	L	electrical panel disconnected		
Whole premises	Smoking	All	L	No smoking permitted in the hall – appropriate signs displayed. Smoking can take place outside hall. Two stub bins provided.		

Sources of Ignition, Fuel and Oxygen						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Whole premises	Arson	All	L	No combustible materials left around the building, inside or out. Visual checks		
Whole premises	Disposal of rubbish from functions	All	L	Kitchen Bins regularly emptied into locked bins in car park. Visual checks		
Cupboard on stage	Storage of flammable cleaning materials etc.	All	L	Kept in locked cupboard		
Small room & stage	Curtains & Blinds	All	L	Fire resistant material (see invoice)		
Small room	Wooden construction	All	L	Visual checks		
Large room roof beams	Wooden construction	All	L	Visual checks		

Means of Giving Warning						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Main entrance	fire alarm panel faulty	All	H	servicing every six months contract in place		
Whole premises	Fire alarm point faulty	All	M	Points numbered and tested weekly on a rota basis & results logged. servicing every six months contract in place Plans showing location of alarm points, extinguishers, fire exits & assembly point displayed next to fire alarm console (WSCC Fire Safety Audit)		
Whole premises	Smoke/heat detector faulty	All	L	servicing every six months contract in place. note: detectors can be set to be heat only, smoke only, or both		
	CO detector faulty	All	L		test weekly & log results	BW Sep 17

Means of Escape and Containment						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Whole premises	Fire exits	All	L	All fire exits unlocked and free of obstructions during occupation of hall (expect when lone working) All hirers shown fire exits when booking, including those suitable for disabled users & to be reminded to keep clear	Monitor adequacy of fire exits. Right hand door (from inside) of main entrance to have locked replaced with thumb turn lock. (WSCC Fire Safety Audit - consideration only)	BW Dec 17
Emergency Lighting	Lighting faulty	All	L	weekly and annual 3 hr and 1 hr tests contract for annual tests in place		
Whole premises	Signage	All	L	Appropriate signage in use (including pictograms) for current exits		
Assembly point(s)	Location of assembly point(s)	All	L	Children's play area on recreation ground. Location signed.		
Whole premises	Fire doors	All	L	Doors signed both sides		

Portable Fire Fighting Equipment						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Whole premises	Portable fire extinguishers fail	All	L	Tested annually. Contract in place	Next test Jan 18	
Whole premises	Location of portable extinguishers unclear	All	L	Use extinguishers only if required to clear means of escape. Location and type of fire extinguishers shown on plan of premises		
	policy on use not known	All	L	policy re use of extinguishers included in Conditions of Hire & Emergency Procedures		

Fixed Installations						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
				NO FIXED INSTALLATIONS		

Arson						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Whole premises	Premises left insecure & unoccupied	none	M	Doors locked on leaving premises	Install access control system	TB to consider
Whole premises	Failure of external lighting	All	L	Lights on 3 separate circuits		
Whole premises	External rubbish	All	L	Locked bins; regular visual checks and removal of rubbish		

Maintenance and Record Keeping						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Whole premises	Fire console fails	All	H	Regular checks recorded. Records available to WSCC Fire Safety.		
Whole premises	Equipments fail	All	H	Regular checks recorded, Records available to WSCC Fire Safety.		

Emergency Action Plan						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Whole premises	Emergency Procedures not clear	All	M	Emergency Procedures displayed. Copy given to hirers		

Staff Training						
Location	Hazard	Persons at Risk	Risk H/M/L	Existing Controls	Further Action	By whom & date actioned
Whole premises	Employees unaware of emergency procedures	Employees Trustees	M	Employees and Trustees given copy of Emergency Procedures		