

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:	4 July 2018	By:	Rob Gerig
Next Risk Assessment:	May/June 2019	By:	Bryon Winslade
Next Review:	August 2019	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	
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	
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 18	
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 2019	
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 2018	
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 18

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 18
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 19	
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		