

# Washington Village Memorial Hall Charity

## Fire Risk Assessment

2021 - 22

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		
This Risk Assessment:	26 May 21	By:	Rob Gerig & Bryon Winslade
Next Risk Assessment:	before 31 Mar 23	By:	Lorna Goldsmith
Next Review:	Before 26 July 21	By:	Trustee Board

### Changes From 20-21 Assessment

Page	Hazard/Item	Change
2	Electrical wiring	Date of next inspection
2	Fixed electrical equipment	Date of next inspection
2	Portable equipment	Date of next test
2	Gas appliances	Date of next inspection
3	boiler	Date of next inspection
5	Premises left insecure	Remove action to install control system

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	Failure of electrical wiring	All	L	5 yearly test	Next test - May 2025	
Whole premises	Failure of 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 2025	
Whole premises	Failure of portable electrical equipment owned by hall	All	L	Visual check by facilities manager Faulty items replaced immediately Annual Portable Appliance Test (PAT)	Next PAT due by Dec 2021	
Whole premises	Failure of 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)		
Whole premises	Smoking - source of ignition	All	L	No smoking permitted in the hall – appropriate signs displayed. Smoking can take place outside hall. Two stub bins provided.		
Whole premises	Arson - source of ignition	All	L	No combustible materials left around the building, inside or out. Visual checks		
Whole premises	Rubbish from functions - source of fuel	All	L	Kitchen Bins regularly emptied into locked bins in car park. Visual checks		
Both Rooms, kitchens	gas appliances - source of ignition	All	L	Gas appliances checked annually. Heater in small room guarded Visual checks carried out by facilities manager	Next check - Aug 21	
Dore Room & stage	Curtains & Blinds - source of fuel	All	L	Fire resistant material (see invoice)		
Chanctonbury Room roof beams	Wooden construction - source of fuel	All	L	Visual checks		

<b>Sources of Ignition, Fuel and Oxygen</b>						
<b>Location</b>	<b>Hazard</b>	<b>Persons at Risk</b>	<b>Risk H/M/L</b>	<b>Existing Controls</b>	<b>Further Action</b>	<b>By whom &amp; date actioned</b>
Chanctonbury Room Main entrance	Mains power supply cupboard - source of ignition	All	L	cupboard locked. Access not required by emergency services (WSCC Fire Safety Audit)  12.5 mm fire resistant plasterboard on back		
Cupboard on stage	Storage of flammable cleaning materials etc. - source of ignition	All	L	Kept in locked cupboard		
Boiler room	Boiler - source of ignition	All	L	Annual gas check	Next check - Aug 21	
Store room next to Boiler room	stored items - source of fuel	All	L	fire resistant partition across boiler room (see invoice on file)		
Dore Room	Wooden construction - source of fuel	All	L	Visual checks		
Store room next to Dore Room toilet	Electrical panel cans of paint - source of fuel	None	L	electrical panel disconnected door kept locked		

<b>Means of Giving Warning</b>						
<b>Location</b>	<b>Hazard</b>	<b>Persons at Risk</b>	<b>Risk H/M/L</b>	<b>Existing Controls</b>	<b>Further Action</b>	<b>By whom &amp; date actioned</b>
Chanctonbury Room Main entrance	fire alarm panel faulty	All	H	servicing every six months; reports in G Suite contract in place		
Whole premises	Fire alarm point faulty	All	M	Points numbered and tested weekly on a rota basis; log of results held in Archive cupboard.  servicing every six months; contract in place  Plan showing fire zones location of alarm points, extinguishers, fire exits & assembly point displayed next to fire alarm console		
Whole premises	Smoke/heat detector faulty	All	L	servicing every six months; reports in G Suite contract in place. note: detectors can be set to be heat only, smoke only, or both		
Whole premises	CO detector faulty	All	L	weekly test; log of results held in Archive cupboard.		

<b>Means of Escape and Containment</b>						
<b>Location</b>	<b>Hazard</b>	<b>Persons at Risk</b>	<b>Risk H/M/L</b>	<b>Existing Controls</b>	<b>Further Action</b>	<b>By whom &amp; date actioned</b>
Whole premises	Fire exits - not easily accessible - location not known	All	L	All fire exits: - unlocked and free of obstructions during occupation of hall (except when lone working) - provided with thumb lock  All hirers shown fire exits when booking, including those suitable for disabled users & to be reminded to keep clear		
Whole premises	Signage inadequate	All	L	Appropriate signage in use (including pictograms) for exits		
Whole premises	Internal Fire doors not identified	All	L	Doors signed both sides		
Whole premises	Emergency Lighting faulty	All	L	weekly and annual 3 hr and 1 hr tests reports of weekly tests held in Archive cupboard. reports of annual tests in G Suite contract for annual tests in place		
Whole premises	Location of assembly point(s) not clear	All	L	Children's play area on recreation ground. Location signed and specified in displayed emergency procedures notices		

<b>Portable Fire Fighting Equipment</b>						
<b>Location</b>	<b>Hazard</b>	<b>Persons at Risk</b>	<b>Risk H/M/L</b>	<b>Existing Controls</b>	<b>Further Action</b>	<b>By whom &amp; date actioned</b>
Whole premises	Portable fire extinguishers fail	All	L	Tested annually. Contract in place	Next test Jan 22	
Whole premises	Location of portable extinguishers unclear  policy on use not known	All  All	L  L	Location and type of fire extinguishers shown on plan of premises  Use extinguishers only if required to clear means of escape. 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
				<b>NO FIXED INSTALLATIONS</b>		

**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		
Whole premises	Failure of external lighting	All	L	Lights on 3 separate circuits		
Whole premises	External rubbish - source of ignition	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, Trustees and volunteers unaware of emergency procedures	Employees Trustees Volunteers	M	Employees, Trustees and volunteers have access to copy of Emergency Procedures (GSuite)		