

Fire Risk Assessment & Record of Significant Findings	
Risk assessment for: Wing Community Centre (Village Hall)	Assessment undertaken by: J Roberts
Property details: 2 Morcott Road Wing, Oakham, Rutland LE15 8SA	Use: Community Centre
Step 1 - Identify fire hazards	
Building feature (Basements, loft conversions, etc)	Single storey building of approx. 30 x 20 m, concrete floors with various coverings (predominantly vinyl and wood), suspended ceilings to the reception and kitchen areas, numerous rooms, including a main hall (with a stage area), dining area, kitchen, small office, WCs and store rooms. Slate roof covering two main pitched roof areas, with a felt flat roof between.
Sources of ignition (What can start a fire)	The community centre is a No Smoking area. No naked flames (candles) are allowed. Main source of ignition would be electrical defects and radiant electric heaters in the main hall ceiling area. Convector type electrical heaters provide supplemental heating, whilst economy 7 night storage heaters provide most of the heating. A hazard arises if these heaters are covered. All heaters have "Do Not Cover" labels. There is an LPG gas cooker in the kitchen. Some of the hirers use electric irons – this presents a fire risk.
Sources of fuel (Furniture, curtain, storage etc)	The main hall has curtains fitted to the windows, and to cover the stage opening. Furniture consists mainly of thermoplastic chairs (steel frames) and fold- up tables. The store rooms contain some beverage supplies, cleaning products and materials used by some of the hall hirers, such as irons, ironing boards, craft materials and exercise mats.

Arson/Security (How can you prevent someone starting a fire)	<p>The community centre is locked when not in use and there are dedicated key holders. Access is also provided to hirers via a key held in a coded key box located next to the entrance door. There is no burglar alarm system. A fire alarm system is installed, which has smoke / heat detectors fitted to some areas (mainly the kitchen and dining area). There is no auto-dial facility. Break glass points are located at each exit. External security lighting is fitted. Wheeled bins are chained together and secured to a railing a few meters away from the building.</p>
Step 2 - People at risk (Who will be harmed by a fire)	
<p>Circa 120 people could attend the premises at any one time. The main hall capacity is 120 persons when no tables / chairs are in use and circa 90 persons when they are in use. The dining area can accommodate 60 persons when no tables/ chairs are in use and circa 20 persons when they are in use. Persons attending the hall may have a variety of mobility issues. All access routes are level and flat and lead to a safe area which is a designate fire assembly point some 20 m from the building.</p>	
Step 3 - Evaluate, remove, reduce and protect from risk (How it can be made it safer)	
What is the risk? (What is most likely to start a fire)	<p>The main risk arises from the potential for fire in any decorations used in the main hall due to the presence of radiant electrical heaters. Other sources of potential ignition would by electrical defect or arson. There is a risk associated with the LPG gas cooker. The gas could be left on without being lit. There is a sign above the cooker highlighting this risk and the action to take to minimise the risk. Occasionally a BBQ is used. This is used outside on the patio area adjacent to the dining area. There is also a risk from the hirers that use electrical irons.</p>
Who is at risk? (Who will be affected by a fire)	<p>Anyone in the hall at the time of a fire – this could include up to 120 persons. Some of these persons may have mobility issues.</p> <p>The Hall is a no smoking area.</p>

<p>Action taken to remove and reduce the hazards that may cause a fire (What can be done to prevent a fire starting)</p>	<p>There will be no naked flames (candles) allowed inside the hall – alternative tea lights that are battery powered are allowed.</p> <p>Electrical supplies to the domestic 240 volt sockets are supplied through RCD sockets. The main circuit board is protected by MCBs. All electrical installations are periodically tested and inspected by a competent electrician – certificates of conformity are available. Regular PAT testing occurs – certificates are available.</p> <p>Hirers that use electrical iron must be instructed to turn off irons not in use and not to leave them unattended.</p> <p>If BBQs are to be used, they will only be permitted outside on hard standing well away from any fuel sources, such as bushes/ shrubs, dry grass etc...</p>
<p>Action taken to remove and reduce the risk to people from a fire (What has been done to make it safer from fire)</p>	<p>All fire fighting equipment is regularly inspected and serviced, and records are available.</p> <p>All fire alarm systems are regularly inspected and tested and records are available.</p> <p>All emergency lighting systems are regularly inspected and tested. Records are available.</p> <p>Fire instruction notices are located in appropriate positions and a clearly displayed.</p>
<p>Fire safety equipment (e.g. detection, emergency lighting, extinguishers)</p>	<p>Fire Exit routes are clearly marked and areas that must be kept clear are hatched on the floor (main hall external fire exit only).</p> <p>Hirers are informed of the restrictions of use of the community centre to minimise the risk of a fire and of their obligations and the actions to be taken in the event of a fire. This includes the prohibition of smoking within the premises, the prohibition of the use of naked flame and the permitted occupancy numbers.</p> <p>Fire fighting equipment:- There are numerous fire extinguishers provided throughout the premises, which are suitable for the adjacent and surrounding risks.</p> <p>Fire detection:- There is automatic fire detection in the kitchen and dining areas.</p>

	<p>Break glass points are located at each fire exit.</p> <p>Raising the alarm will be by telephone voice call to the fire service – there is no automatic call facility.</p> <p>Emergency lighting: Emergency lighting is provided to all interior areas and external escape routes.</p> <p>Occupancy Numbers: A sign is located adjacent to the main hall entrance doors indicating the maximum permitted numbers, and that an event specific risk assessment is required if tables and chairs are used.</p>
<p><i>Assessment review</i></p> <p>Assessment/ review Date: 5/09/2019</p>	<p>Completed by: J Roberts (Hall Manager)</p> <p>Signature:</p> 

Remedial Action Required				
Action required	Job allocated to:	Date to be completed:	Completed	Signature
Hirers need to be reminded of their responsibilities and informed of this fire risk assessment.	Sarah O'Boyle (Bookings Manager)	30/9/2019		
The hiring agreement should contain a paragraph indicating the hirer has been shown a copy of this fire risk assessment and that they agree to comply with it.	Sally Cox	30/9/2019		
A copy of this risk assessment is to be placed in the Health and Safety Folder held on the premises, on the main notice board and on the web page	J Roberts	30/9/2019		

Summary of Findings

The occupancy numbers for the main hall and the dining area must not be exceeded – these are 120 persons in the main hall when no tables/ chairs are used, reducing to 90 persons when all tables and chairs are used; and 60 persons in the dining area when no tables/ chairs are used, reducing to 20 when some tables and chairs are used.

These lower numbers are dependant on the amount of tables and chairs used and the layout created - a risk assessment for each layout should be completed by the hall user/ hirer for each use of the hall.

No more than a total of 180 persons may occupy the building at any time.

No naked flames (specifically candles) are permitted.

No decorations or flammable materials are to be placed within 2 meters of the radiant heaters in the main hall roof.

No hot items (such as irons) may be left unattended and must be turned off when not in use.

No smoking within the hall and within 5m of the premises.

Any BBQs must be far enough away from the hall building and any combustible materials so as not to present a fire hazard to the building.

All exits and routes must be kept clear at all times, and no obstructions are allowed within the hatched area on the floor in the main hall at any time.

This risk assessment consists of 5 pages.

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