

## FIRE RISK ASSESSMENT – HUGHENDEN VALLEY VILLAGE HALL

THIS FIRE RISK ASSESSMENT SHOULD BE MADE AVAILABLE TO THE EMERGENCY SERVICES BY PLACING IN ACCESSIBLE BOX IN THE FRONT HALL OF BOTH HALLS.

It should also be available to the hirers of the Hall if required.

### 1.0 PREMISES DETAILS

<b>Name of workplace :</b>	Hughenden Valley Village Hall
<b>Use of premises :</b>	Community Village Hall. Let for Pre-School groups, meetings, dances, social functions, clubs etc.
<b>Address :</b>	Hughenden Valley Village Hall Coombe Lane, Hughenden Valley HP14 4NX
<b>Is a former Fire Precautions Act 1971 fire certificate available?</b>	No
<b>Are there other licences, permits or legislative requirements applicable?</b>	No
<b>Is the occupier the owner or tenant? If so, who is the owner or managing agent?</b>	Village Hall Committee
<b>Is the fire risk assessment for part of or the whole building?</b>	Main and Subsidiary Hall, including garage store. It does not include the shop, coffee sitting area, playground, nor football club room.
<b>Name of responsible person in control of the premises &amp; position (usually the most senior manager)?</b>	Michael Sole, Chair of the Committee
<b>Telephone no (of responsible person):</b>	01494 563516
<b>Email address :</b>	<a href="mailto:michaelsole@btinternet.com">michaelsole@btinternet.com</a>

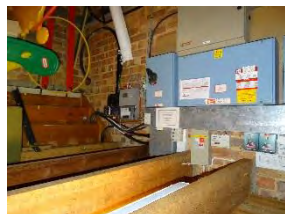
**Notes:** The premises consists of :

Main and Subsidiary Hall, including garage store.

**Isolation Points and High Risk Aspects**



**GAS:** The gas isolation valve is located in a brick box on a grass bank at the driveway entrance to the premises. It is recommended that a means of quickly accessing the valve should be installed, and the foliage removed.



**Electrical:** The electric isolation fuse boxes are beneath the stage. At the time of the Risk Assessment the isolation switch was not labelled – see significant findings at end of this Report.

**Flammable Liquids:** There is a small quantity of petrol for the garden tools stored in the garage to the rear of the two halls.


- There are no bottled gases stored on site.
- There may be small quantities of alcohol stored infrequently on site.

<b>Assessor's Details :</b>	Name: Robert Phayre, Over-C Techniques Ltd Signature: ..... Date: .....
<b>Assessor's Details :</b>	Name: .....
<b>Designated Health &amp; Safety Manager :</b>	Signature: ..... Date: .....
<b>Review Date</b>	Date .....

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
Hazard	Yes/ No	Risk at assessment (Low, Med, High)	Observations	Control measures required	Post action risk	Action by Date & Name
<b>2.1 IDENTIFY SOURCES OF IGNITION</b>						
<b>1. Smoking materials present &amp; smoking policy</b>	N Y	L	No smoking materials are stored on site.  There is a no smoking policy.	Have a designated smoking area outside the Hall and provide ash holders		
<b>2. Naked flames</b>	Y	L	Gas boiler	Regularly Test Carbon Monoxide and smoke detectors.  Consider linking all smoke detectors		
<b>3. Hot processes/work</b>	N	N/A				
<b>4. Cooking</b>	Y	L	Electric cooking stoves in the two kitchens in the two Halls.  Electric boilers - portable	Regular inspections of electric stoves required, including the fuse box and wiring in the main kitchen, that indicates an inspection is overdue.  PAT testing of water boilers required		
<b>5. Engines or boilers</b>	Y	L	Gas boiler at rear of Main Hall	Tidy the boiler room and remove all flammable material.  Allow easier access to the boiler room		
<b>6. Machinery</b>	N	N/A				

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
<b>7. Faulty or misused electrical equipment</b>	Y	L	There are portable and fixed electrical systems.	All portable electrical equipment to be identified and PAT tested regularly.  Any faulty equipment to be isolated and marked so that it is not to be used.  Hirers of Halls to be responsible for own equipment and to remove from Hall at end of each hiring.		
<b>8. Lighting equipment</b>	Y	L	There are fixed lighting installations, including spot lights for the stage.	Fixed installations to be regularly inspected by qualified electrician – at least every 5 years.		
<b>9. Hot surfaces</b>	Y	L	Stoves and hot water boilers and spot lights.	Fixed installations to be regularly inspected by qualified electrician – at least every 5 years.		
<b>10. Obstructed ventilation equipment</b>	N	N/A				
<b>11. Friction</b>	N	N/A				

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
<b>12. Static electricity</b>	N	N/A				
<b>13. Metal impact</b>	N	N/A				
<b>14. Arson &amp; arson policy</b>	N	L	Waste bins are stored near the Halls	Keep waste bins away from Halls.		
<b>15. Others, Specify</b>	None					
<b>2.2 IDENTIFY SOURCES OF FUEL</b>						
<b>1. Flammable liquid based products</b>	N	N/A				

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
<b>2. Flammable liquids</b>	Y	L	Petrol stored in garage	Store petrol and other flammable liquids in a locked metal container. Mark container appropriately – Flammable sign 		
<b>3. Flammable chemicals</b>	N	N/A				
<b>4. Flammable gases</b>	Y	L	Gas boiler	Maintain regularly including carbon monoxide and smoke detectors. See 2 above.		
<b>5. Paper &amp; card</b>	Y	L	Play group materials Neatly and tidy stored in garage.			
<b>6. Plastics, rubber &amp; foam plastics</b>	N	N/A				
<b>7. Timber/wood</b>	N	N/A				

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
<b>8. Furniture, fittings &amp; fixtures</b>	Y	L	Stored neatly.	Keep emergency exits clear.		
<b>9. Textiles</b>	N	N/A				
<b>10. Packaging materials</b>	N	N/A				
<b>11. Waste materials</b>	Y	L	Cleaner removes regularly	Keep waste bins away from builder to reduce risk of arson. See 14 above		
<b>12. Others, Specify</b>	N/A					
<b>2.3 PEOPLE AT RISK</b>						

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
<b>1. Do persons work in areas of high risk?</b>	N	N/A				
<b>2. Can all persons react quickly to a fire or an alarm?</b>	Y	L	There are smoke detectors that sound an alarm.  There are two rotary fire alarm bells – one in each Hall.	Check to determine if the smoke detectors are linked. If not, consider linking them.  Consider installing a louder alarm.		
<b>3. Do persons work alone or in remote areas?</b>	Y	L	Lone working policy in place.	Caretaker and Cleaner to be trained in its use.  Instigate Tool Box Talks at least once a year.		
<b>4. Are all persons (e.g., visitors) made aware of the emergency procedures?</b>	N	M	There is a gap in the Conditions of Hire	Include in the Conditions of Hire the alarms, emergency procedures and location of gas isolation valve and electrical isolation point, location and use of fire extinguishers etc.  Label the electrical isolation switch.		
<b>5. Could large numbers of people who are unfamiliar with the premises be present?</b>	Y	M	Hirers should sign a declaration stating they have read the Conditions of Hire	Conditions of hire to be amended as above.		
<b>6. Are any persons particularly at risk from the task they carry out?</b>	Y	M	Caretaker and his contractor who carries out garden maintenance. They use or store petrol for the garden tools.	Risk assessments should be completed for the work of both. If training is required, the Committee should ensure it is completed.		



<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
Hazard	Yes/ No	Risk at assessment (Low, Med, High)	Observations	Control measures required	Post action risk	Action by Date & Name
7. Are persons with special needs or vulnerable persons at risk i.e. Non English speaking etc.?	Y	L	The gardener may have learning difficulties	Risk assessment to be completed?		
<b>2.4 STRUCTURAL FEATURES THAT MAY ALLOW FIRE SPREAD</b>						
1. Have all building alterations been approved by building control?	Y	L				
2. Will any structural features allow rapid fire spread?	N	L				
3. Is there the potential for rapid heat spread?	N	L				
4. Are there any areas where smoke may travel rapidly?	N	L				
5. Are escape routes likely to be effected in the early stages of a fire?	N	L				

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
6. Are there any raised storage areas (mezzanine floors) and do they confirm to current standards?	Y	L	Stage in main Hall	The stage is wooden and beneath the stage are the fuse boxes and electrical isolation switches.  Label the electrical isolation switch.  Access to the fuse boxes must be kept clear at all times.		
7. Is fire stopping satisfactory between compartments?	Y	L				
<b>2.5 MEANS OF ESCAPE</b>						
1. Can all occupants easily escape from a fire? E.g. those with special needs	Y	L				
2. Are there any unacceptable 'dead end' situations?	N	L	Access to the compartment under the wooden stage is limited to one access / exit.	The Access should never be closed whilst there are persons in the under floor area.  Include in Conditions of Hire		
3. If there is only one escape route or 'dead end', can a place of safety or choice of routes be reached in 1 minute?	N	L	See above	See above		
4. Do all escape routes lead to a place of safety?	Y	L	A designated area has been established, but following the installation of the shop, this point may require to be relocated.	Assembly point to be clearly described and signed.		

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
5. Are escape routes free of combustible materials?	Y	L				
6. Are all escape routes unobstructed?	Y	L				
7. Including reaction time, can all people get to a place of safety in 2 or 3 minutes?	Y	L				
8. Can all people in high risk areas reach a place of comparative safety in 1 minute?	Y	L				
9. Are escape corridors and staircases structurally protected where necessary?	N/A	L	There is no specific structural protection – but not required. There are no staircases.			
10. Are escape routes of sufficient width?	Y	L				

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
<b>11. Where required, do all doors open in the direction of escape?</b>	Y	L				
<b>12. Are all doors easy to open without the use of a key?</b>	Y	L	The only dedicated fire door is that to the boiler room and it has no window and intumescent strip.  All other doors are normal wooden internal doors.  Doors leading outside are of a wooden structure with glass windows and a metal mesh running through the glass.			
<b>13. Are all self-closing fire resistant doors functioning?</b>			The boiler room door has no hold open facility – but does not require one.			
<b>14. Is the lighting on escape routes sufficient?</b>	N	M	The lighting in the stairway leading from the smaller hall appears to be inadequate.	Investigate adequacy at night. If inadequate, install emergency lighting.		
<b>15. Is escape/emergency lighting provided/tested and maintained along escape routes and outside where applicable?</b>			Two Emergency Light panels above the middle door in the large Hall appear to be not working.	Repair asp.		

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
Hazard	Yes/ No	Risk at assessment (Low, Med, High)	Observations	Control measures required	Post action risk	Action by Date & Name
16. If escape/emergency lighting is provided, does it appear to be adequate?	Y	L	Where provided	It is recommended that this aspect be reviewed by the Committee at night.		
17. Are all escape routes adequately signed with pictograms?	Y	L	See 2.5, item 15 above	See 2.5, item 15 above.		
18. Are adequate escape provisions in place for occupants with special needs?	N	L	There are no instructions included in the Conditions of Hire as to the planning for the escape of persons with special needs.	Instructions need to be included in the Conditions of Hire		
<b>2.6 FIRE DETECTION AND WARNING SYSTEMS</b>						
1. Are arrangements in place for detecting a fire?	Y	L	There are smoke alarms in place. There is a smoke alarm under the stage.	See 2.1 Item 2		
2. Are there arrangements for giving a warning in the event of a fire?	Y	L	Manual rotary alarm and alarms from smoke detectors.	See 2.3 Item 2		
3. Will the detection give sufficient warning for people to escape?	Y	L		See 2.3 Item 2		

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
4. Is automatic fire detection provided to protect people who may sleep on the premises?	N/A		No person sleeps on the premises.			
5. Is automatic fire detection provided in areas where a fire may develop unnoticed?	Y	L	Smoke detector located in the boiler room. There a smoke detector below the stage.			
6. Is automatic fire detection provided to protect escapes routes?	Y	L				
7. Is automatic fire detection provided for high hazard or high value areas?	N/A		There are no high hazard or high value areas	Consider placing a smoke alarm in the garage.		
8. If automatic fire detection is provided, is it routed to a central alarm collector station or fire brigade?	N	L	Not required			
9. Is the fire warning signal audible or visual throughout the premises?	Y	L	The smoke detector alarms should be satisfactory.	However, the noise level should be tested in noisy conditions such as a disco.		

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
Hazard	Yes/ No	Risk at assessment (Low, Med, High)	Observations	Control measures required	Post action risk	Action by Date & Name
10. If a fire warning system is installed is it maintained in accordance with current standards?	Y	L	Smoke detectors are tested on a regular basis.	Inspection regime to be included in the regular test programme – example provided by the auditor. Inspection and test dates to be recorded.		
<b>2.7 FIRE FIGHTING EQUIPMENT</b>						
1. Is suitable and sufficient first aid fire-fighting provided?	Y	L	Fire extinguishers placed at doors.	Instruction needs to be provided to those who hire the hall as to what each type or Class of extinguisher can be used for. E.g. water extinguisher can be used for paper, wood, plastic – but not electrical. Include in Conditions of Hire.		
2. Is fire fighting equipment correctly sited?	Y	L	Extinguishers located by doors and in kitchen and near the stage.			
3. Is fire fighting equipment visible or signed?	Y	L				
4. Are sufficient numbers of employees competent in the use of fire fighting equipment?	N	M	Users to be trained	Fire extinguishers are to be used to aid escape – not put out fires.		

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
Hazard	Yes/ No	Risk at assessment (Low, Med, High)	Observations	Control measures required	Post action risk	Action by Date & Name
5. Are any parts of the premises protected by water sprinkler systems?	N		Not required			
6. Are there any other fixed fire suppression systems installed?	N		Not required			
7. Is all fire fighting equipment properly maintained?	Y	L	Fire extinguishers inspected annually and inspections dates recorded on each extinguisher.			
<b>2.8 FIRE EMERGENCY PLAN &amp; TRAINING</b>						
1. Is there a comprehensive fire emergency plan?	N	M	<p>Ensure fire evacuation plans are in place, contingency plans are agreed and maintenance responsibility is clear.</p> <p>A plan needs to be devised and included in the Conditions of Hire. Include first aid locations.</p> <p>What to do in the event of Fire notices to be displayed.</p>	<p>Plan to be devised, fire notices to be displayed.</p> <p>First Aid kit required in small hall kitchen</p>		



<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
<b>2. Is the staff aware of the action to take in the event of fire?</b>	N	M	As above	As above and training required for all Committee and caretaker and cleaner		
<b>3. Is the staff trained in fire evacuation?</b>	N	M	As above	As above		
<b>4. Is there an established assembly point?</b>	Y	L	A designated area has been established, but following the installation of the shop, this point may require to be relocated.	Assembly point to be clearly described and signed.		
<b>5. Are there proper arrangements for calling the fire brigade?</b>	N	L	There is no land line in either Hall	Mobiles will have to be used. This should be described both in the wall mounted fire notices and in the Conditions of Hire.		
<b>6. Have arrangements been made to liaise with the emergency services if a fire occurs?</b>	N	L	There is no land line in either Hall	Mobiles will have to be used. This should be described both in the wall mounted fire notices and in the Conditions of Hire.		
<b>7. Has information been provided to the fire brigade in terms of any special fire or rescue risks?</b>	N	L	Not required			

<b>FIRE RISK ASSESSMENT</b> (Grade risk as Low, Medium or High)						
<b>Hazard</b>	<b>Yes/ No</b>	<b>Risk at assessment (Low, Med, High)</b>	<b>Observations</b>	<b>Control measures required</b>	<b>Post action risk</b>	<b>Action by Date &amp; Name</b>
<b>8. Is training carried out in fire routine and the fire emergency plan?</b>	N	M	Fire practices are not completed, other than by the Toddler Group.	Regular fire practices should be programmed. Dates and times should be recorded in a book maintained in the Hall. Time taken to evacuate should be recorded as well as any lessons learned, and if there are lessons, what has been to rectify issues.		
<b>9. Do all staff receive induction training in fire safety procedures?</b>	N	M	No training recorded.	Caretaker cleaner and key members of Committee should be trained.		
<b>10. Are procedures in place to control any changes or the introduction of additional fire hazards into the workplace?</b>	N	L	The Committee approve changes and are aware of the requirement to assess additional hazards.	Committee should be aware of the implication of any changes.		

## FIRE RISK ASSESSMENT

### 3.0 SIGNIFICANT FINDINGS

Significant findings are those matters identified as a result of carrying out this fire risk assessment; they require immediate action.

Significant findings are items that fundamentally affect the means of escape in case of fire, or could lead to rapid fire spread.

Item no	Proposed action	Actioned	Name & Date
2.1 item 4	Regular inspections of electric stoves required, including the fuse box and wiring in the main kitchen, that indicates an inspection is overdue.		
2.1 item 5	Tidy the boiler room and remove all flammable material.  Allow easier access to the boiler room.		
2.1 item 14	Keep waste bins away from Halls – to minimise the risk from arsonists.		
2.2 Item 2	Store petrol in a metal cabinet. Limit quantity stored to 2 X 5 litre plastic petrol cans.		
2.3 item 2	Check to determine if the smoke detectors are linked. If not, consider linking them.  Consider installing a <u>louder alarm</u> that can be heard in noisy conditions such as a disco or when there are a large number of noisy children.		
2.3 item 3	Caretaker and Cleaner to be trained in lone working policy and measures to take.  Instigate Tool Box Talks at least once a year.		
2.3 item 4	Include in the Conditions of Hire the alarms, emergency procedures and location of gas isolation valve and electrical isolation point, location and use of fire extinguishers etc.		
2.4 item 6	The stage is wooden and beneath the stage are the fuse boxes and electrical isolation switches.  Label the electrical isolation switch.  Access to the fuse boxes must be kept clear at all times.		
2.5 item 2	The Access to the area beneath the stage should never be closed whilst there are persons in the under floor area.  Include in Conditions of Hire		

2.5 item 4	Assembly point to be clearly described and signed.		
2.5 item 14	Two Emergency Light panels above the middle door in the large Hall appear to be not working. Repair asp.		
2.5 item 16	It is recommended that the adequacy of external emergency lighting be reviewed by the Committee at night.		
2.5 item 18	There are no instructions included in the Conditions of Hire as to the planning for the escape of persons with special needs. Instructions need to be included in the Conditions of Hire		
2.7 Item 1	Instruction needs to be provided to those who hire the hall as to what each type or Class of extinguisher can be used for. E.g. water extinguisher can be used for paper, wood, plastic – but not electrical. Include in Conditions of Hire.		
2.8 Item	<p>Ensure fire evacuation plans are in place, contingency plans are agreed and maintenance responsibility is clear.</p> <p>A plan needs to be devised and included in the Conditions of Hire. Include first aid locations.</p> <p>What to do in the event of Fire notices to be displayed.</p> <p>Plan to be devised, fire notices to be displayed.</p> <p>First Aid kit required in small hall kitchen</p>		
2.8 Items 1 & 2	Training required for staff and committee in the actions to take in the event of fire. Actions to be included in Conditions of Hire.		
2.8 Item 8	Regular fire practices should be programmed. Dates and times should be recorded in a book maintained in the Hall. Time taken to evacuate should be recorded as well as any lessons learned, and if there are lessons, what has been to rectify issues.		

#### 4.0 FIRE RISK ASSESSOR'S COMMENTS


This fire risk assessment is for the two parts of the Village Hall and garage used as a community facility, pre-school groups and for meetings, dances, social functions, clubs etc.

The fire risk assessment does not cover the shop, coffee sitting area, playground, nor football club room.

**Worst case scenario:** describe and assess the worst case scenario of a typical fire in the premises, considering the available means of escape, horizontal and vertical evacuation, fire safety signs, fire warning systems, emergency lighting and fire fighting equipment. Give conclusions as to the adequacy/inadequacy of the systems giving reasons to substantiate the conclusions reached.

Two worst case scenarios were considered:

1. A hirer bringing in flammable material, such as smoke machines or gas cylinders. If the hazard and risk is not properly assessed, a fire could result. It is recommended that the Hirer should explain what equipment is being brought onto site, so that the Committee can risk assess it, and permission given or denied.
2. A fire starting at two places at once – for example, the kitchen in the large hall, and one in the small room at the main entrance that is sometimes used to heat hot water in an electrical boiler. Such fires might limit the escape routes to the (narrow) back door and the side entrance to the west of the building. However, it was assessed that even in this “worst case scenario”, the risk of persons being trapped was small, as the windows are low, not locked and can easily be opened and exits made through them for fit persons. The side entrance/exit could still be accessed by people with special needs.  
A fire under the stage, that remains undetected until it has firmly caught hold. This could block the back exits. However, if there was a smoke detector under the stage that is linked centrally to all the others and also there was a sufficiently loud alarm, there would be enough time to evacuate the Halls.

FIRE RISK ASSESSMENT	
<b>5.0 REVIEW AND MONITORING</b>	
<b>5.1</b>	This fire risk assessment document must be reviewed on a regular basis or whenever material changes take place in the workplace or process. In any event the document should be reviewed on an annual basis to ensure that all fire protection arrangements are in place and valid in the current operating environment.
<b>5.2</b>	<b>Fire risk assessment date:</b> 29th July 2015
	<b>Carried out by:</b> Robert Phayre BA SpDipEM Associate Member IOSH
	<b>Signed:</b> 
<b>5.3</b>	<b>First annual review date:</b> July 2016
	<b>Carried out by:</b>
	<b>Signed</b>
<b>5.4</b>	<b>Second annual review date:</b>
	<b>Carried out by:</b>
	<b>Signed:</b>
<b>5.5</b>	<p><b>Notes:</b> -This fire risk assessment is for the purposes of the Regulatory Reform Order, 2005 and does not constitute a full fire safety survey. This assessment is based on the areas/activities shown to the fire risk assessor during the fire risk assessment visit.</p> <p>For guidance on future compliance with the Regulatory Reform Order, 2005, you are advised to obtain a copy of ‘Fire Safety risk assessment small and medium places of assembly. This publication is available and downloadable free from HM Government <a href="http://www.firesafetyguides.co.uk/bookstore.asp?FO=1228195">http://www.firesafetyguides.co.uk/bookstore.asp?FO=1228195</a> .</p>

5.6	<b>Signed (Owner of Risk Assessment) (Manager responsible for area/activity)</b>	
	<b>Date:</b>	