|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1 | 3 – 4  | It is recommended that the Hughenden Valley Village Hall committee review the current Health and Safety Policy, to update it with current legislation and to provide a more in depth section on the fire safety arrangements for the property.Once this review has taken place, it is recommended that a more detailed set of arrangements / guidance is provided as part of the Hire Agreement. | Not completed |  | Michael/Bev to ask for help from H&S advisor. Jan 23 | 3-4 |
| 1.2 | 3 – 4  | It is recommended that within the policy noted in 1.1 that detailed roles and responsibilities for those nominated with duties such as the Chairman, Caretaker, Secretary are allocated and that those roles and responsibilities ensure the arrangements are in place to comply with the Regulatory Reform (Fire Safety) Order. | Update Roles (Clive) | Not completed | Update roles (Clive) Jan 23 | 3-4 |
| 1.2 | 3 – 4  | Whilst there is mention, in the Health and Safety Policy for roles for Hirers and contractors, it is recommended that a more detailed sheet is produced for Hirers based upon HMG Guidance ‘Small and Medium places of Assembly’ (page 106). Any contractual hire agreement should relate to the specific roles.The committee should review the current documentation to ensure that the names of persons who are no longer undertaking responsibilities are replaced by those that are current. | Clive to update | Jan 20 | Needs updating Oct 22 9 Clive) | 3-4 |
| 1.3 | 2 | Fire Action Notices, based upon Figure 7 page 101 HMG Guide, should be positioned at each exit door in both the small hall and the main hall and at the base of the final escape staircase.Details of the location should be completed. |  |  |  |  |
| 1.3 | 3 – 4  | Members of the committee who have been given responsibilities for fire, together with the caretaker, should be provided with formal training to undertake their role. This may, for example, include fire safety checks, emergency lighting testing, fire alarm testing, briefing of Hirers and undertaking the monitoring as per 1.4 below. | Graham to undertake this role, including recording of checks Jan 20. Hirers briefed via T&C’s (Christine) | Jan 20 | Bob to now complete. Oct 22 Hirers briefed by Kerry | Oct 22 |
| 1.4 | 2 – 3  | It is recommended that a fire log book is maintained for the site to prove that the legally required fire safety monitoring is taking place. | Graham to introduce | Jan 20 | Bob to update re updated procedures. Jan 23 | 2-3 |
| 1.4 | 2 – 3  | It is recommended that the fire safety checklist (as discussed at the time of assessment visit) is based upon Appendix A1 of HMG guidance – it may be prudent to utilise HMG Government ‘Open Air Events and Venues’ checklist rather than the ‘Small to Medium Places of Assembly’ as the list on page 94 covers pre-event venue checks that should be made prior to handing over the Village Hall venue to hirers. | Not completed |  | Bev/Bob to update. Jan 23 | 2-3 |
| 1.5 | 2 | It is recommended that, until such time as a formal Emergency Plan has been produced, the hiring of the hall is limited to those previous hirers who have had experience in the hire of the Village Hall. |  |  | To be updated with new procedures for new FD system. (Clive) Jan 23 | 2-3 |
| 1.5 | 2 – 3  | It is strongly recommended that an emergency plan, detailing the arrangements for emergencies, is produced and made available for hirers of the hall. | Not completed |  | Add to T&C’s (Clive) | 2-3 |
| 1.5 | 2 – 3  | Given that the Village Hall provides facilities for disabled persons, any emergency arrangements should include the arrangements for such disabled persons. |  |  | Bev to check Oct 23. |  |
| 1.5 | 4 | Periodic evacuation exercises should be run by Hirers who utilise the Hall on a regular basis, to ensure that those using the Hall can evacuate safely and that records of evacuation are maintained to document the evacuations. | Pre school run evacuation exercises. | Immediate | Bev Oct 23 | 4 |
| 1.6 | 3 – 4  | As indicated in the previous Fire Risk Assessment, a set of Fire Plans based upon Figure 12 page 33 of HMG, should be produced once the changes recommended in relation to the fire alarm and detection systems or alternatively the upgrade of the fire compartmentation, has taken place. |  |  |  |  |
| 1.6 | 3 – 4  | All documents that are referenced within section 1 of this report should be maintained and a person from the committee nominated to maintain such documentation. | Graham | April 20 | Bob Oct 2022 |  |
| 2.1 | 4 – 5  | It is recommended that occasional audits of Hirers electrical equipment are undertaken by the nominated committee member to ensure that they are indeed only utilising electrical equipment that has been subject to up to date PAT. | Not completed |  | Kerry Oct 22 |  |
| 2.2 | 3 | Confirmation should be sought that any ‘observation codes’ (non-conformances) relating to the fixed wiring testing report, have been actioned or planned for action by the committee. | Michael to review | June 20 | Michael Oct 22 | 3 |
| 2.3 | 4 – 5  | It is recommended that a review of the numbers and location of electrical sockets is undertaken and additional sockets provided to prevent the need for the use of extension leads, which are a considerable fire risk. | All extension leads removed ( Graham) | June 20 | None used (Bev) Oct 22 | 5 |
| 2.3 | 2 | As an interim, it is recommended that the Hire arrangements guidance etc., is reviewed altered to ensure that those using extension leads do so safely | T&C’s updated (Michael) | June 20 | T&C’s checked (Michael) Oct 22 | 4 |
| 2.4 | 2 | It is recommended that guidance be produced for anyone hiring the hall with regard to the use of any supplementary heating devices that restricts these devices to either oil filled radiators or non-convector heater types. | T&C’s updated (Clive) | June 20  | T&C’s checked (Michael) Oct 22 | 5 |
| 2.5 | 2 | It is recommended that the Hire Agreement / Policy / Procedures are amended to reflect that no smoking, in accordance with current legislation, is implemented and the location of designated smokers disposal facilities | T&C’s updated (Clive)  | June 20 | T&C’s checked (Michael) Oct 22 | 5 |
| 2.7 | 2 | It is recommended that the previous action to relocate the bins away from the external walls is undertaken as quickly as possible. | Graham to move | Apr 20 | Now located by pedestrian entrance Oct 22 | 5 |
| 2.8 | 3 – 4  | Whilst it is not anticipated that the caretaker or hirers of the hall will undertake hot work, there may be the instances where contractors mending pipework undertake such work and it is therefore recommended that a formalised policy and procedures, for such work, are produced and those managing such work are provided with a copy. | Not completed |  | Bev to produce in association with H&S advisor Jan 23 | 3-4 |
| 2.9 | 3 | It is recommended that rules for the safe use of cooking equipment are both displayed in each kitchen and copied into the Hire Agreement / Policy. | Bev to install notices, Clive to update T&C’s to indicate where instructions are. | Jun 20 | Michael Oct 22 | 5 |
| 2.10 | 3 | It is strongly recommended that the Hire Agreement and any associated documentation prohibits the use of naked flames, candles, fireworks, heating gels and other cooking equipment. | Clive to update T&C’s | 01/02/20 | Michael | 4 |
| 2.11 | 1 | As discussed at the time of assessment, the halogen bulbs, particularly those located close to the wooden beams to the roof, are removed to prevent them being used. | Changed to LED (Graham)  | 30/11/19 | Permanent light unit change Aug 22 (Bev) | 5 |
| 2.11 | 1 | The use of halogen lamps should be prohibited and any halogen lamp facility should be replaced by appropriate low heat output (ideally LED) lighting unit | Changed to LED (Graham) | 30/11/19 | Permanent light unit change Aug 22 (Bev) | 5 |
| 2.11 | 1 – 2  | The temporary electrical lighting (lighting pods and transformer) should be removed from the loft space. | Removed to garage (Graham) | 30/11/19 | Bev Oct 22 | 5 |
| 2.11 | 3 | It is recommended that the Hire Agreement includes reference to the use of those hiring the hall to utilise only LED and low heat output lighting systems. | T&C’s updated (Clive) | 26/02/20 | Michael Jan 21 | 5 |
| 3.1 | 1 | As discussed during the site survey, a full review of the high quantities of combustible materials must take place and the quantities reduced – key areas to address are those beneath the stage, those within the roof space and any combustible materials in the room to the rear of the main hall. | All areas cleared (Graham) | 30/01/20 | Michael | 3 |
| 3.1 | 3 | It is strongly advised that the committee discuss with all hirers arrangements for storing of combustible materials, to perhaps utilise the garage, rather than to store within the main building .  | Update T&C’s (Clive) | 26/02/20 | Michael | 5 |
| 3.1 |  | Please see alternative arrangements regarding section 6 automatic fire detection and warning system. | New fire detection to be installed.(Bev) | 01/12/20  | Bev 20/10/22 | 5 |
| 3.1 / 3.2 | 4 – 5  | It is recommended that a person is nominated from the committee to undertake frequent fire safety checks to ensure that combustible materials are kept to a minimum, so far as is reasonably practicable. | Log in Fire Safety Log (Graham) | 01/02/20 | Bob 20/10/22 | 3 |
| 3.1 | 2 | As indicated in the previous fire risk assessment report, which has once again been ignored, it is strongly recommended that the storage of combustible materials is removed from the under stage store, particularly given their close proximity to the electrical service supplies. | Michael to review with Pre school. | 30/01/20 |  In progress (Bev) 20/10/22 | 2 |
| 3.2 | 2 | The cardboard boxes noted within the small hall escape corridor should be removed and steps taken to ensure that this safety aspect does not recur. | Boxes removed, Graham to check weekly. | 30/11/19 | Bob | 3 |
| 3.3 | 2 – 3  | Confirmation should be sought from the supplier and installer of the acoustic panelling that such panelling meets the fire spread requirements contained in BSEN13501-1, to a minimum B rating.  | Bev | 20/01/20 | New panels installed after roof to be checked 20/10/22 (Bev) | 5 |
| 3.3 | 2 – 3  | Where the panelling has not met this standard it should be removed and replaced with panelling that will not allow fire spread across its surface. |  |  |  |  |
| 3.3 | 3 | It is recommended in accord with HMG guidance that notice boards, particularly on escape routes – main entrance are either enclosed or any notices and the board treated with fire retardant sprays. | Covered notice boards to be installed (Graham) | 30/11/19 | Not completed, now in hand 20/10/22 (Bev)  | 3 |
| 3.4 | 2 – 3  | As indicated in the previous fire risk assessment report designated metal storage facilities should be provided for all extremely flammable and highly flammable aerosols, paints and petrol. Such storage facilities should be minimum FR30 rated, secured and managed effectively with a maximum 50 litres to be stored in accord with both HMG and HSE guidance. | Graham to obtain metal cupboard situate in garage. | 01/02/2020 | Partially completed Bob to ensure all highly flammable mats stored in cupboard. | 3 |
| 3.5 | 2 – 3  | The curtains and drapes on site should be fire retardant, it is therefore recommended that initially all drapes and curtaining is so treated or alternatively removed if this cannot be achieved within 2 weeks.  | Elaine has assured committee curtains are fire retardant,  | 22/10/22 | Bev to get paperwork) | 2 |
| 3.5 | 3 – 4  | Future procurement of drapes or curtains should meet a minimum Standard of being BS5867 part 2 type B and C |  |  |  |  |
| 3.5 | 3 – 4  | The cleaning process for any drapes and curtains should be documented in the Village Hall’s policies and procedures. |  |  |  |  |
| 3.5 | 1 | The gym mats noted on site (partially obstructing the means of escape) should be removed as the foam was penetrating the protective cover. These should be replaced by mats with an approved fire rated material and maintained in such a way as there is no damage that exposes the matting materials – discussions with the hirer of the hall who has left these on site will need to take place. | Gym mats removed from site (Graham) | 30/11/19 | Bev | 5 |
| 3.5 | 3 – 4  | Should the gym mats be retained on site a 60 minute FR enclosure storage facility in accord with HMG guidance (such as the current garage) should be used to store the mats.  |  |  |  |  |
| 3.6 | 3 | It is recommended that a policy or set of procedures cross referenced in the Hire Agreement is produced to ensure that hirers only utilise fire treated backdrops, props and scenery. | Clive to amend T&C’s | June 20 | Michael | 4 |
|  |  | The following recommendations and alternative options should be discussed at the Village Hall committee meeting as a matter of priority. |  |  |  |  |
| 4.3 | 3 | There is currently no fire compartmentation within the Hall to higher hazard rooms. Therefore it is recommended that either each kitchen, the cleaners store, boiler room, under stage storage are upgraded to meet FR30 rating with walls, doors, roller shutters etc. that meet BS476. | Not completed |  | New fire detection system fitted compliant to L2 standard.(Aug 22) | 5 |
| 4.3 | 3 | Alternatively, to mitigate the lack of compartmentation a minimum of an L2 rated fire warning and detection system, either wi-fi or hard wired, is installed within the buildings. Currently if a fire was to start in the kitchen there is nothing to stop it spreading into the Hall and should persons not be alerted quickly the fire and smoke will prevent people from leaving the building. |  |  |  |  |
| 4.4 | 3 | Confirmation should be sought that the Hirer’s storage facilities, located in both hall areas, are fire compartmented to prevent materials within the store being involved in fire. (see also alternatives above in 4.3). | All cupboards to be opened and checked ((Bev) | June 20 | Rechecked (Michael)  | 3 |
| 5.2 | 2 – 3  | It is recommended that a security chain and lock is utilised to secure the wheelie bins in their location away from the building. This will prevent them being moved close to the building where they can cause fire spread if ignited. | Install chains (Graham) | April 20 | Bin men not always chaining up after emptying. Bev to review with shop.Target 11/22.  | 2-3 |
| 6.1 | 3 | Regardless of whether the options are implemented in section 4, it is recommended that manual call points are installed adjacent to each final exit and linked to a system, in accord with BS5839 pt 1. Such a system may be hard wired or wi-fi.( these will replace the 2 rotary gongs) | Not completed as we intend to install new automatic FD system. |  | New system installed Aug 22, call points at all exits. | 5 |
| 6.1 | 3 | The audibility of the alarm must take into account the use of the hall for musical entertainment and thus ideally a ‘link box’ to a DJ’s supply, which isolates the electrical supply to allow the warning system to be heard, should be considered. |  |  | Alarm is very loud. | 5 |
| 6.1 | 3 | It is recommended that additional visual warning devices are provided on site to allow for persons with hearing impairment to recognise the need for escape. |  |  |  |  |
| 6.1 | 2 | A fire log book should be created to record the weekly checks of the current system (two rotary gongs) and the newly installed fire alarm warning system, which should also incorporate engineer tests. | Create Log book. (Graham).  | April 20 | Maintain log book (Bob)  | 22/10/22 |
| 6.2 | 3 – 4  | A periodic audit or check on hirers should also take place to confirm that the current audibility of the warning system is effective / will be effective. | Not completed |  | Booking Sec to audit (Kerry) | 4 |
| 6.3 |  | This paragraph should be read in conjunction with those in paragraph 4.3 - The detection system recommended will enable those who may be slower to move, or require assistance to enable them to escape to a place of safety, as well as mitigating the lack of compartmentation. | Not completed as due to install new system |  | Aug 22 New system installed (Bev) | 4 |
| 6.3 /6.4 | 1 | The domestic detectors currently on site should be tested to ensure that they operate (weekly), the unit missing in the under stage storage area must be replaced prior to the Hall being utilised for public events. | Graham to add to log book checks | 01/02/20 | New system installed Bob to update log book with neccassary checks. | 4 |
| 7.1 | 2 – 3  | As discussed and as documented in HMG Guidance, a mechanism for securing the chairs (if placed in rows) must be implemented (see Fig 19 HMG guidance) and associated ‘seating and gangways’ guidance (the use of electrical cable ties may be considered as a short term solution) | Not completed |  | Bev to look for solution Oct 22 | 2 |
| 7.1 /7.6 | 3 | As discussed it is recommended that Hirers are provided with floor layout plans to ensure that escape routes for the numbers of persons and their capabilities are managed and maintained in accord with HMG Guidance (in particular see pages 63 -65).Such a width of escape should not normally be less than 1050mm (the Village Hall is not a lower risk premises). | Floor layout plan to be provided with T&C’s (Clive) | June 20 | Michael | 2 |
| 7.1 /7.6 | 3 | It is recommended that the small hall evacuation procedure directs persons to the front main access and egress, particularly if disabled, as the staircase will prevent those in wheelchairs etc. from escaping to the rear exit.n.b. this paragraph should be read in conjunction with 4.3 above.The alternative is to restrict disabled persons from utilising the small hall | T&C’s to reflect hirers to be aware of fire exits. (Clive) | June 20 | Michael to review Oct 22 | 3 |
| 7.2 /7.7 | 2 | As the gym mats will be removed, as para 3.5 above, they will no longer obstruct the means of escape from the main hall, however, it is recommended that a pre-hire safety check to ensure that all escape routes are available, should take place by either designated committee / hall members or Hirers. | T&C’s amended ( Clive) | June 20 | Michael | 3 |
| 7.3 | 2 | The escape route from the main hall, via the lobby outside the kitchen, should be provided with fire exit signage to direct persons along the route. Such signage should be in accord with BD5499. | Graham to install | April 20 | Bev | 5 |
| 7.3 | 2 | Signage including a directional arrow should be provided for those exiting the steps from the stage, to direct them to the rear of the building, rather than back out into the auditorium. | Graham to install | Not completed | Bev/Bob Nov 22 | 2 |
| 7.3 | 2 | The signage and emergency light signage should correlate with each other on the principal exit from the main hall, rather than the two arrows pointing different ways, this should be displayed in accord with BS5499. | Graham to install | April 20 | Replaced Aug 20 (Bev) | 5 |
| 7.4 | 3 | Each higher risk room, such as the kitchen, boiler room and the disabled toilets, should be provided with emergency lighting in accord with BS5266. | Graham to install | April 20 | Replaced Aug 20 (Bev) | 5 |
| 7.4 | 2 – 3  | The escape route / standard light fitting in the staircase escape from the small hall should either be provided, or if not functioning repaired | Graham to install | April 20 | New lights installed Aug 22 (Bev) | 5 |
| 7.4 | 3 | As indicated in the previous fire risk assessment report, emergency lighting must be provided outside the building at each exit point and with sufficient illumination to allow persons to move to the designated assembly point safely in the hours of darkness. | Graham to install | Jan 21 | Reinstalled Aug 22 (Bev) | 5 |
| 7.4 | 1 - 4 | In accord with HMG guidance, BS5266 emergency lighting of a maintained type must be visually checked on a daily basis. Those that are non-maintained switched on on a monthly basis and all systems checked by an engineer on a six monthly / yearly basis.Pre-hire checks on maintained lights are also required if daily checks are not being undertaken. | Graham to add to log book checks | April 20 | Bob to continue | 4 |
| 7.4 | 1 – 4  | Records of all such testing should be kept in the fire log book. | Graham to add to log book checks | April 20  | Bob to continue | 4 |
| 7.5 | 3 | It is recommended that a set of diagrammatic plans, identifying the emergency escape routes, is produced and made available to all hirers. This should indicate both the principal route and alternatives. | T&C’s amended (Clive) | June 20 | Michael | 5 |
| 7.8 | 1 – 2  | As indicated at the time of survey the law requires a simple actuation for each exit used for emergency purposes, the following should therefore be considered and in particular when the new fire alarm and detection system has been installed.* The sliding bolt should either be disabled or alternatively the electronic device that allows exit to be disabled as two devices cannot be used simultaneously (it is understood the sliding bolt is required for the childcare protection arrangements)
* Once the fire alarm and detection system has been installed, security devices to prevent access can be linked so that they remain closed for security purposes, but released in the event of a fire alarm / detector activation (an additional manual green localised break glass button will also need to be installed).
 | Not completed  | !!! | Bob to remove secondary bolt and lock on front door.System installed but this not rew’d | 3 |
| 7.8 | 2 | With regard to signage on the actuation of doors the push bar to open signage from the small hall should have the sign placed onto the door and where thumb turn devices are used on doors signage denoting the direction of activation should be positioned on the door. | Graham to implement | Feb 20 | Oct 22, now pre school not using main hall turn openers removed ( Bev) | Nov 22 |
| 7.9 / 8.1 | 3 | The responsibility for nominating persons to assist in evacuation rests with the hirer when using the facilities, however, when the hall is used by members of the committee etc., and not subject to hire, it is recommended that designated persons such as Fire Wardens are utilised to assist in evacuation of the hall. | Not completed |  | Clive nominated | 3 |
| 7.10 | 2 – 3  | The damaged handrail to the staircase from the small hall should be repaired / replaced. Changes of levels, particularly from the stage, should be highlighted by the use of either tape or paint to show where the steps end. | Repair (Graham)New stickers (Graham) | Jan 20 | Bev to recheck Oct 22 | 2-3 |
| 7.10 | 3 | As indicated previously, lighting should be available when exiting the buildings (particularly the small hall) to avoid slips, trips and falls. |  |  |  |  |
| 8.2 | 3 | It is recommended that a review of the current fire assembly point (by the pedestrian staircase) is undertaken to ensure that whichever location is selected it is far enough away from the hall, not obstructed by motor vehicles or in the way of approaching Fire & Rescue Service vehicles. People should also still be able to evacuate away from the assembly point without being endangered. | Moved to below trees (Graham) | June 20 | Assembly points now moved to rear of car park by field and Village Hall sign outside boundary. (Bob) Nov 22 | 4 |
| 9.2 | 2 – 3  | It is recommended that the CO2 extinguisher, located in the small hall kitchen, is checked by the competent engineering team and has its pin and security tag replaced – checks on extinguishers should form part of the responsible hire persons before and after they utilise the hall. | Extinguisher replaced (Graham).T&C’s updated (Clive) | 01/02/20 | Bob to ensure all extinguishers have brackets.Jan 23 | 4 |
| 10.1 /10.2 | 2 | Confirmation should be sought that hirers are away they should utilise mobile telephones for summoning the Fire Service where a landline is not available. | T&C’s updated | 01/02/20 | Michael | 5 |
| 11.1 | 3 | In accordance with current Best Practice and guidance, it is recommended that a premises information box (GERDA) is placed at the access point to the main hall. This box should contain plans of the building, locations of any higher risk areas such as boiler room, kitchen, chemical stores, garage, LPG cylinders etc., The plans should also detail the location to switch off or isolate any gas or electrical supplies. | Not completed |  | Due to be completed when new fire detection system installed. Oct 22 | 3 |
| 13.1 – 13.3 | 3 | It is recommended that a member of the committee, with relevant experience, is made responsible for the management of ongoing construction, contractors and maintenance alterations. | Bev nominated | 01/01/20 | Michael 02/22 | 3 |
| 13.1 – 13.3 | 3 | A policy for the management of repair, construction works and contractors should be produced by the committee. | Not completed  |  | Oct 22 Bev volunteered to assemble policy for committee. Due 01/01/23 |  |
| 13.1 – 13.3 | 2 | The holes that have been created by the installation of the boiler system should be made good to a minimum 30 minute FR standard, in accord with ASFP guidelines (pink fire rated foam is not appropriate) by an approved contractor. | Holes bricked up and minor gaps filled with appropriate filler. (Graham) | 30/01/20 | Bev | 5 |
| 13.1 – 13.3 | 3 | The nominee form the committee should, if required, issue hot work permits to prevent a contactor setting fire to the Village Hall, with potential loss of a significant Village amenity. |  |  |  |  |

Key to priority rating

1 Immediate Action required – within 24hrs

(usually dealt with during inspection)

###### 2 Short term action required within 1 week

3 Undertake action within 1 month/ before fully operational

4 Action within 3 months or agree plan within 6 months

5 Review as part of Business Plan or part of Annual Review

Notes

It is essential that the action by/whom boxes are completed as soon as you have reviewed the assessment

Failing to complete the information will leave the company vulnerable to prosecution by the enforcing authorities and may invalidate some building insurance policies

**Important Information**

Recommendations made within this Fire Risk Assessment report should not be construed as the only way that the identified hazards may be actioned and alternative solutions may be available for consideration to reduce the risks identified.

It is for the Responsible Person to consider how the recommendations contained within this report are implemented or alternative solutions considered, selected and implemented.