

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

**FIRE RISK ASSESSMENT**

Name and address of property: Bealings Village Hall  
Little Bealings  
Woodbridge  
Suffolk IP13 6LH

Employer of other responsible person: Mr Peter Prentice

Position: Chairman of Trustees

This risk assessment was conducted by: Frances Hopkins, Trustee

The purpose of this report is to provide an assessment of the risk to life from fire in the building and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. It is based on a visual survey and information supplied by the organisation. No physical testing of equipment or systems was undertaken. This fire risk assessment should be reviewed by a competent person by the date indicated on page 2 or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

Signed.....F Hopkins.....(Frances Hopkins)

Dated.....8<sup>th</sup> February 2022.....

## GENERAL INFORMATION

### **General Description of Building:**

Bealings Village Hall was constructed in the 1950s, and is mostly a solid walled (breezeblock and brick) single storey building with the roof supported on pre-formed concrete rafters and purlins. The main pitched roof consists of metal faced insulating boards (75mm thick). A flat roofed (felted) extension comprises a foyer, snooker room, kitchen and store room (see floor plan appended). Some solid walls have been lined with softboard, and some with Sempatap insulation too. There is a stage area at one end of the main hall. The approximate ground floor area is 275 square metres. There is one main entrance and exit from the foyer (double doors) an additional entrance/exit from the committee room, a double door fire exit from the stage end of the main hall, and exits (not designated as fire exits) from the kitchen and from the stage area (the latter primarily for scenery delivery and with a four foot drop to the ground).

### **Activities carried out there:**

Wide range of village hall type activities, including stage productions, private parties, quiz nights, fund-raising events, snooker, carpet bowls, primary school activities, drama group meetings/rehearsals, exercise groups, pop-up pub etc..

### **General Occupancy Times:**

Variable. Some meetings and activities are in the daytime, while others are in the evening or at night. Activities end by 11.45pm with a special exemption for the New Year's Eve celebration.

### **Fire Loss Experience:**

None recorded or known.

### **Assessed Risk Category:**

Normal.

This has been taken into consideration when making the recommendations listed. These recommendations are shown on pages **12/13** of this report.

### **Date of Survey:**

January 2022

### **Date Of Report:**

January 2022

<b>Review Date</b>	<b>Report Date</b>	<b>Next Review Due</b>
13 <sup>th</sup> August 2015	21 <sup>st</sup> September 2015	2017
31 <sup>st</sup> May 2018	8 <sup>th</sup> July 2018	2021
25 <sup>th</sup> January 2022	25 <sup>th</sup> January 2022	2025

**Other relevant information:**

None at time of survey.

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## INTRODUCTION

### AIMS OF THIS FIRE RISK ASSESSMENT (FRA)

- To identify and fire hazards in and around the premises.
- To reduce, to as low as reasonably practicable, the risk of those hazards causing harm.
- To decide what (extra) physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if fire does start.

### DEFINITION OF ‘HAZARD’ AND ‘RISK’

- ‘Hazard’: anything with the potential to cause harm.
- ‘Risk’: the chance of that harm occurring.

### IDENTIFICATION OF FIRE HAZARDS

The identification of potential ignition sources, the materials that might fuel a fire, and the oxygen supplies that might help it burn.

### EVALUATION OF FIRE RISK (CHANCES OF A FIRE OCCURRING)

The *evaluation* of the risk of a fire occurring and spreading.

### ELIMINATION OR REDUCTION OF FIRE HAZARDS

The elimination (removal) of those hazards identified. If they cannot be eliminated, they will, wherever reasonably possible, be reduced.

### IDENTIFICATION OF PEOPLE AT RISK

The *identification* of those at risk if there is a fire on the premises. These will include employees, hirers and visitors, and particular attention is given to people who may be especially at risk, such as people with disabilities of any kind.

### EVALUATION OF RISK FROM FIRE TO IDENTIFIED PEOPLE

The *evaluation* of the actual risk to those people should a fire start and spread from the locations identified in this report.

### ELIMINATION OR REDUCTION OF RISK FROM FIRE TO PEOPLE

The reduction of any remaining fire risk to people to as low as reasonably practicable, by ensuring that adequate fire precautions are in place to warn people in the event of a fire and to allow them to escape safely from the premises.

### MANAGEMENT OF FIRE SAFETY

This section is concerned with ensuring that the fire risk to people is at as low a level as is reasonably practicable, by ensuring that adequate management systems are in place.

- a) Preventative and protective measures required or recommended in order to reduce fire hazards and risks to an acceptable level.
- b) Emergency Plan: This details the actions which need to be taken in the event of a fire, and is based on the outcome of this Fire Risk Assessment.
- c) Review of Risk Assessment: This subsection is concerned with review and revision of the Fire Risk Assessment to ensure that fire precautions continue to work effectively.

**Sources of Ignition**

<b>Ignition Sources Identified</b>	<b>Location/Remarks</b>	<b>Risk</b>	<b>Elimination (E), Reduction (R) of Risk or None (N)</b>
Electricity supply meter and fuse boards	Cupboard in Committee Room. If improperly wired, managed or protected could start a fire	<b>Low</b>	<b>R</b> Keep clean and tidy. Regular electrical testing
Radiant heaters	7 in Main Hall. Close to curtains but fixed securely so cannot touch them	<b>Low</b> Risk increased if hirers place inflammable objects too close. Unlikely as heaters are wall mounted	<b>R</b> Check fixings periodically. Guidance given to hirers
Convactor heaters	6 in Main Hall/2 in Snooker Room/1 (fan) in Kitchen/2 (panel) in Committee Room/1 (fan) in female WC	<b>Moderate</b> Risk of fire if heaters are covered with clothes or placed too close to furniture	<b>R</b> Guidance given to hirers
Unused/redundant wiring	In stage cupboard, including junction box, light fitting and wires	<b>Low</b>	<b>E</b> Remove or cover
Stage Lighting Rack and Controls	Stage Lights in Main Hall.	<b>Low</b>	<b>R</b> Ensure wiring is checked and maintained and equipment is used correctly
Cooker/Kettles/Tea Urns/Microwave	Kitchen	<b>Moderate</b> Unattended cooker/appliances could catch fire	<b>R</b> Guidance given to hirers
Lighting (incandescent)	Snooker Room in Chinese globe shades.	<b>Low</b> Risk increased if too high wattage bulbs used	<b>R</b> Routine check of bulbs
Smokers	Banned in Hall	<b>Low</b> Smoking is not allowed on the premises.	<b>R</b> ‘No Smoking’ signs displayed. Guidance given to hirers
Any portable electrical equipment	All are PAT tested annually (Nov 2021)	<b>Moderate</b> Hirers may bring in untested equipment	<b>R</b> Guidance given to hirers

**Sources of Fuel**

<b>Combustible Materials</b>	<b>Location/Remarks</b>	<b>Risk</b>	<b>Elimination (E), Reduction (R) of Risk or None (N)</b>
Bowls carpets, 2 x wooden table trolleys	Under Stage	<b>Low</b> Not near source of ignition	<b>R</b> Fireproof/retardant covers used on carpet reels
Cleaning Mops/Brooms etc	Cleaning cupboard. Some found in other areas of the hall	<b>Low</b>	<b>R</b> All to be securely stored in cleaning cupboard
Aerosol cleaning products	Cleaning cupboard	<b>Low</b> Risk increased if unnecessary aerosols brought and left in hall	<b>R</b> Do not stock pile. Keep away from sources of ignition. No other aerosols to be stored on the premises
Wooden card tables	Store room	<b>Low</b>	<b>R</b> Stored away from sources of ignition
Curtains in Main Hall	These are fireproof	<b>Low</b>	<b>R</b> All fireproof fabric
Curtains on Stage (front and backdrop)	These are fireproof	<b>Low</b>	<b>R</b> All fireproof fabric
Stage Flats	These are fireproof	<b>Low</b>	<b>R</b> Store in one place. Label that fireproof coating used.
Costumes, props and other resources	Stage and lobby cupboard	<b>Moderate</b>	<b>R</b> Props not to be stored long term on stage. Remove
Control booths/cupboards behind stage	Behind stage – largely plywood booths. Range of resources stored in the cupboard	<b>Moderate</b>	<b>R</b> Keep area clear of sources of ignition and combustible materials. Keep tidy
Toilet Rolls, paper towels, bags etc	Locked cupboard in Ladies loo.	<b>Low</b>	<b>R</b> Stored in locked cupboard
Paper archives and decorations	Locked cupboard in lobby.	<b>Low</b>	<b>R</b> Retain as few documents as possible. Keep in locked cupboard
Wooden flooring	Stage and Main Hall	<b>Low</b>	<b>R</b> Finishes and polishes not flammable
Polystyrene blocks above roof beams	Above roof beams in Main Hall	<b>Low</b>	<b>E</b> Flammable & toxic. Remove as no longer needed by Badminton Club

**Sources of Fuel**

<b>Combustible Materials</b>	<b>Location/Remarks</b>	<b>Risk</b>	<b>Elimination (E), Reduction (R) of Risk or None (N)</b>
Softboard ceiling in Snooker Room	Snooker Room	<b>Low</b>	<b>R</b> Flammable. Correct light bulbs to be used (see above).
Snooker Table and wooden trestle tables	Snooker room	<b>Low</b>	<b>R</b> Stored away from sources of ignition
Clothes in actors' changing room	Committee Room during performances	<b>High</b> Could block Fire Exit	<b>E</b> All clothing must be stored tidily away from heaters and fire exit. Guidance given to hirers
WI & other Parking Signage	In corner next to lobby desk	<b>Moderate</b>	<b>E</b> Remove/dispose
Upholstered chairs	Committee Room & Snooker Room	<b>Low</b>	<b>R</b> Chairs believed to be fire retardant but labels have been removed.

**Sources of Oxygen**

<b>Oxygen source</b>	<b>Location/Remarks</b>	<b>Risk</b>	<b>Elimination (E), Reduction (R) of Risk or None (N)</b>
Natural Ventilation via windows/doors	No sources other than in acceptable quantities	<b>Low</b> Minimal – no sources other than in normal acceptable quantities.	<b>R</b>
Mechanical ventilation – e.g. air conditioning or air handling systems	None, except for extractor from stove where duct runs through Store Room	<b>Low</b> Slight risk of fire spreading from kitchen to Store Room if cooker extractor is ON, and chip pan fire melts plastic extractor duct.	<b>R</b> Guidance given to hirers
Oxidising agents/materials /oxy cylinders.	NONE	<b>Low</b> None present at time of inspection	<b>N</b>

**IDENTIFICATION OF PEOPLE AT RISK**

<b>People at risk</b>	<b>Comments</b>	<b>Risk to People</b>
People attending events in Main Hall	Numbers already limited to 200 seated at plays and 150 at other events.	<b>Moderate</b> , as long as both emergency exits free and emergency lighting working.
Actors/stage technicians	Fire could spread rapidly on stage – only one dedicated Fire Exit via Committee Room which could be closed by burning costumes/clothes.	<b>High</b> in event of backstage fire. Check emergency lighting visible from stage when back drop curtains in place.
People at meetings in Committee Room	Number unlikely to exceed 20 – dedicated fire exit	<b>Low</b> , Fire Service suggested that the most likely source of fire could be electricity supply cupboard in this room. But risk to people is low, as exit through outside door possible, or via main hall or windows.
Snooker players/spectators	Should be fewer than 20, and exit via windows is possible.	<b>Low</b> , as exit through foyer or snooker room windows is feasible.
Disabled adults/children	Ensure sufficient able bodied helpers present..	<b>Moderate</b> – Ensure helpers are sufficient in number and trained to assist evacuation. Booking secretary to confirm
Cleaner	Lone worker. Ensure that she is aware of fire & lone working policies & procedures.	<b>Low</b> – need to know to evacuate through any door rather than fight fire on their own.

**ELIMINATION OR REDUCTION OF RISK TO PEOPLE**

<b>Questions</b>	<b>Yes/No</b>	<b>Comments</b>
Are the means of detecting and giving warning of fire adequate for the risk?	Yes	
Is there sufficient and well-maintained fire fighting equipment throughout the building?	Yes	
Is normal and emergency lighting sufficient for the premises?	Yes	Tested November 2021
Are there enough Fire signs and notices?	Yes	
Are maintenance and testing arrangements adequate?	Yes	But no unauthorised electrical equipment should be allowed.
Are fire procedures adequate for the premises?	Yes	Provided all key hirers/helpers are trained in firefighting and evacuation.
Are hirers sufficiently conversant with the Fire Action required?	Yes	See hire agreement

**MANAGEMENT OF FIRE SAFETY**  
**Remedial action required and actions taken**

<b>Hazard</b>	<b>Action/Time Scale</b>	<b>Responsibility</b>	<b>Date Completed</b>
Cleaning mops and brooms	All to be collected together and stored securely in cleaning cupboard or disposed of. <b>1 month</b>	FH/MW	
Unused and redundant wiring on stage	Remove or cover redundant cabling/junction box. Label stage lighting board. Install hook for trailing extension lead below switches. <b>1 month</b>	PP	
Stage Flats	Label existing flats indicating that they have been treated. Store in one area <b>1 month</b>	FH/PP	
Costumes, props and other combustible resources stored on the stage	To be completely cleared <b>1 month</b>	PP to liaise with Roger Roseboom	
Lighting control booth and stage cupboard	To be cleared of unnecessary items <b>immediately</b>	FH/PP	
Paper archives in locked cupboard-lobby	Dispose of as many documents as possible. <b>3 months</b>	MW + help	
Car Parking signage in lobby	Remove. <b>Immediately</b>	FH/PP	
Unknown contents in locked desk in foyer	Investigate and remove any flammable items. <b>1 month</b>	PP/KB	
Polystyrene blocks above roof beams	Remove. <b>1 month</b>	PP/KB	

**General comments/other recommendations**

<b>Comments/Recommendations</b>
Cooker and other cooking appliances to be checked regularly for damage, kept clean and in good working order, and replaced if necessary
Portable Electric appliances to be tested annually by a competent electrician
Costumes/props should not be stored backstage
If Smoke Alarms are installed they would need to be tested regularly
Fire Alarm to be tested in accordance with Suffolk Fire Service guidance which includes weekly, monthly and by competent engineers every six months
Outside of hall to be kept clear of dry wood/leaves etc against hall which could be ignited by discarded cigarette butts
Escape routes (inside and outside) must be kept clear at all times
Maintain a schedule of fire training for Trustees.
Keep all areas free of unused equipment (of any kind)

## **Emergency Plan**

### **Purpose of the Plan**

The purpose of this plan is to ensure that all occupants of the hall know what to do in the event of a fire, and to ensure that the village hall can be safely evacuated should a fire break out. The Management Committee (Trustees) will generally be responsible for ongoing compliance with fire safety legislation and for fire safety management in the hall, but this plan will also help to identify additional and specific responsibilities of others in the event of a fire or other emergency requiring evacuation.

### **Fire Risk Assessment**

A Fire Risk assessment is required by law and has now been carried out on the premises.

The results of this assessment and any remedial action to be taken as a consequence, have to be fully considered in drawing up this plan. It is vital that occupants become familiar with this plan and the procedures contained therein., in order that, in the event of a fire occurring we can ensure as far as humanly possible the safety and wellbeing of all people who are likely to enter this building, particularly members of the public and contractors.

The most significant points raised in the Fire Assessment are as follows:

Ensuring the continuation of regular Fire Safety checks, monitoring of accumulation of combustible materials in storage spaces/backstage and near the building (leaves).

### **If a Fire is Discovered**

If you discover or suspect a Fire you must first raise the alarm by shouting “FIRE”.

### **Evacuation of premises**

In the event of a Fire, or other life-threatening incident, occupants should evacuate the building via the nearest available designated Fire Exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs, and who may require varying degrees of assistance.

Evacuation should take place in an urgent but orderly fashion, and those leaving the building should report to the Fire Assembly points on the playingfield or in the car park, where a check will be carried out to ensure that everyone has evacuated the building safely.

It will be the task of the person responsible for the hall at the time (whether a committee member or hirer) to ensure that the premises are checked to ensure that no-one is left inside the building, special attention being given to the toilets.

### Calling and liaising with the Fire Service

Upon hearing the fire alarm, the responsible person should also alert the Fire Service by dialling 999. If not safe to do so on the premises this should be done outside on a mobile phone. Upon arrival of the Fire Service, the responsible person should meet the officer in charge and relay as much information as possible about the incident, including:

- Persons missing or trapped in the building, where and when they were last seen.
- Where the fire is, what it involves, and how big it is.
- Where the building services are (electricity and water) if these have not already been isolated. (The electricity isolation switch is in the fuse cupboard in the Committee room. The water stop cock is in the left hand cubicle in the ladies toilet.)
- Any hazards in the building which may affect the safety of fire fighters.
- Any other information which may be useful.

*Remember that once evacuation has taken place the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.*

### Fire Fighting

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, *only if it is considered safe to do so and only after the alarm has been raised*. If it is not possible to extinguish the fire, every effort should be made to contain it in the room or area of origin. Regardless of whether the fire is successfully extinguished, the Fire Service must still be called, and people must not be allowed to re-enter the building until the senior fire officer has deemed it safe to do so.

### Review and revision of Fire Risk Assessment

It is recommended that the first Review is carried out approximately 12 months after the initial assessment, and thereafter every 3 years or earlier if there are reasons to suspect that it is no longer valid or there have been significant changes.

<b>Date</b>	<b>By Whom</b>	<b>Remarks</b>	<b>Signature</b>
21/09/2015	Farran Scott	Outstanding items reported to Committee on 22/9/15	F Scott
08/07/2018	Frances Hopkins	Action required reported to Committee on 24 <sup>th</sup> July 2018	F Hopkins
25/01/2022	Frances Hopkins	Action required reported to committee on 8 <sup>th</sup> February 2022	F Hopkins

