

# FIRE RISK ASSESSMENT

## Sonning Common Village Hall

**Name and address of property:** Sonning Common Village Hall  
Wood Lane  
Sonning Common  
RG4 9SL

**Responsible Person** Becky Jenkins  
**Position:** Deputy Clerk

**This Risk Assessment was conducted by the responsible person.**

**Accompanied by:** Philip Collings  
**Position:** Parish Clerk

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by a competent person by the date indicated on page 2 or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.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 .....

Date.....

Becky Jenkins

Deputy Clerk

# **FIRE RISK ASSESSMENT**

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Dated .

### **GENERAL INFORMATION**

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

A building constructed from brick and timber, flat roof. Internal fabric may contain asbestos. It is all ground floor.

#### **Activities Carried Out There:**

Village Hall and parish council offices/stores.

#### **General Occupancy Times:**

Hall variable. Offices Mon-Fri 8.30-6.30pm

#### **Fire Loss Experience:**

None.

#### **Assessed Risk Category:**

Normal.

This has been taken into consideration when making the recommendations listed.

**Date of Survey:** 14<sup>th</sup> July 2020.

**Date of Report:** 14th July 2020

**Date of previous Report or Review:** N/A

**Suggested date for next Review:** July 2021

**Other Relevant Information:** None.

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# FIRE RISK ASSESSMENT

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### 1. INTRODUCTION

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

- To identify any 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 physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

#### DEFINITION OF 'HAZARD' AND 'RISK'

- Hazard: anything that has the potential to cause harm.
- Risk: the chance of that harm occurring.

Listed below are the sections of this document, along with a brief explanation of their purpose and role in the compilation of this report.

#### SECTION 2: IDENTIFICATION OF FIRE HAZARDS

This section deals with the *identification* of potential ignition sources, the materials that might fuel a fire, and the oxygen supplies that will help it burn.

#### SECTION 3: EVALUATION OF FIRE RISK (RISK OF A FIRE OCCURRING)

This section will deal with the *evaluation* of the risk of a fire occurring and, where appropriate, spreading.

#### SECTION 4: ELIMINATION OR REDUCTION OF FIRE HAZARDS

This section deals with the elimination (removal) of those hazards (Section 2).

If they cannot be eliminated, they will, wherever reasonably possible, be reduced.

#### SECTION 5: IDENTIFICATION OF PEOPLE AT RISK

This section is concerned with the identification of those at risk if there is a fire. These will include clients and visitors, and particular attention is given to people who may be especially at risk, such as people with disabilities of any kind.

#### SECTION 6: EVALUATION OF RISK FROM FIRE TO IDENTIFIED PEOPLE

Section 5 *identified* people at risk, and this section will deal with the *evaluation* of the actual risk to those people should a fire start and spread from the locations identified in sections 2 and 3 of this report.

#### SECTION 7: ELIMINATION OR REDUCTION OF RISK FROM FIRE TO PEOPLE

This section is concerned with the reduction 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 allow them to escape safely from the premises.

#### SECTION 8: MANAGEMENT OF FIRE SAFETY

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

8.1 and 8.2: These subsections detail preventative and protective measures required (8.1) or recommended (8.2) in order to reduce fire hazards and risks to an acceptable level.

8.3: 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.

8.4: 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.

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### 2. IDENTIFICATION OF FIRE HAZARDS

#### 2.1. Sources of ignition

<b>Ignition source identified</b>	<b>Location / Remarks</b>
Smokers (Cigarettes etc.).	Although visitors are not supposed to smoke on the premises, there is a slight possibility that some may ignore this requirement.
Electrical Equipment.	Electrical equipment includes a vacuum cleaner which is kept in the cleaner's locked cupboard. Microwave, electric cooker and kettle in kitchen.
Arson / Vandalism.	The possibility of deliberate ignition cannot be completely ruled out. Vandalism is a significant potential issue.
Cooking	There are facilities within the kitchen area which include an oven, cooker, microwave, kettle
Heating.	The main heating system comprises of hot water radiators throughout. They are heated by a gas fired boiler situated in the plant room.

#### 2.2. Sources of fuel

<b>Combustible materials</b>	<b>Location / Remarks</b>
Floor and doors	Wooden doors throughout, laminate flooring.
External Construction	Brick
Curtains	Curtains and blinds at windows.
Others.	Diesel emergency generator stored in maintenance room. Maintenance room protected by ceiling mounted heat sensitive foam extinguisher.

#### 2.3. Sources of oxygen

<b>Oxygen source</b>	<b>Location / Remarks</b>
Natural ventilation, e.g. through openings such as doors, windows and ducts.	No sources other than in normal acceptable quantities.
Mechanical ventilation, e.g. air conditioning and air handling systems.	None present at time of inspection.
Oxidising agents/ materials or oxygen cylinders.	None present at time of inspection.

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### 3. EVALUATION OF FIRE RISK (RISK OF A FIRE OCCURRING)

#### 3.1. Risk of fire from sources of ignition

Ignition source	Perceived risk
Smokers (Cigarettes etc.)	Carelessly discarded or improperly extinguished cigarettes could start a fire.
Electrical Equipment	Worn, damaged or untested electrical equipment or wiring could start a fire.
Arson / Vandalism	Vandals could start a fire
Cooking	Risk of combustible materials being deliberately ignited. Worn, damaged or untested equipment could overheat and misuse of the cooker could start a fire.
Heating	Faulty heaters could overheat and start a fire. Electric heaters not used in the hall.

#### 3.2. Risk of fire spread through sources of fuel

Combustible materials	Perceived risk
Floor and other wood construction. , Curtains throughout the building	Extraneous combustible materials could assist in the starting and spread of fire. The risk of fire spreading through the sources of fuel is low.
Others	Diesel emergency generator stored in maintenance room. Maintenance room protected by ceiling mounted heat sensitive foam extinguisher.

#### 3.3. Risk of fire spread through sources of oxygen

Oxygen source	Perceived risk
Natural ventilation, e.g. through openings such as doors, windows and ducts.	Minimal- No sources other than in normal acceptable quantities.

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Mechanical ventilation, e.g. air conditioning and air handling systems.	Nil- None present at time of inspection.
Oxidising agents or materials or oxygen cylinders.	Nil- None present at time of inspection.

### **4. ELIMINATION OR REDUCTION OF FIRE HAZARDS**

#### **4.1. Elimination or reduction of ignition sources**

Ignition source	Comments
Smokers (Cigarettes etc.)	'No Smoking' signs are provided and displayed in accordance with current legislation.
Electrical Equipment	The electrical system is checked periodically by a competent electrician.
Arson / Vandalism	PIR lighting is provided for illumination of outside areas.
Cooking	Other cooking equipment is inspected periodically to ensure that it is free from damage and excessive wear, and is in good working order.
Heating	Ensure the heating boiler is serviced every year.

#### **4.2. Elimination or reduction of fuel sources**

Fuel source	Comments
Curtains throughout the Building	Combustible materials are kept to a minimum. Waste materials are well- managed.
Others	Small quantities of flammable liquids and gases are stored in a safe manner to minimise risk.  Diesel emergency generator stored in maintenance room. Maintenance room protected by ceiling mounted heat sensitive foam extinguisher.

#### **4.3. Elimination or reduction of oxygen sources**

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<b>Oxygen source</b>	<b>Comments.</b>
All sources	Not possible to reduce oxygen sources.

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### 5. IDENTIFICATION OF PEOPLE AT RISK

People at risk	Comments
People who use the main hall.	Recommend limiting numbers to: 120 seated.
People with disabilities or special needs.	Main door is accessible- no steps. Accessible toilet accessed by side ramp and wide door at side of building, fire exit signs illuminated.

### 6. EVALUATION OF RISK FROM FIRE TO IDENTIFIED PEOPLE

Risk to people
No major risk identified. Mitigated by existing fire protection measures.

### 7. ELIMINATION OR REDUCTION OF RISK TO PEOPLE

	Yes / No	Comments
Are the means of detecting and giving warning of fire adequate for the risk?	Yes	Smoke detectors located: In office, kitchen, reception hallway, side room, fire exit adjacent to One Stop.
Is there sufficient, well-maintained firefighting equipment sited throughout the building?	Yes	Sufficient extinguishers are provided and these are maintained on annual contract with local supplier.
Are the means of escape safe, of sufficient width and numbers and within acceptable travel distance limits?	Yes	
Is normal and emergency lighting sufficient for the premises?	Yes	All units are in good working order. They are tested annually
Are there enough appropriate signs and notices?	No	'Fire Action' notices should be provided and sited by each exit door.
Are maintenance and testing arrangements adequate?	Yes	Arrangements in place and recorded
Are fire procedures adequate for the premises?	Yes	There are sufficient fire escape doors in the building to cover all situations

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### 8. Management of Fire Safety

#### 8.1. Remedial action required and actions taken

Section	Page	Remedial action required	Rectify by (date)	Date rectified
7	8	'Fire Action' notices should be provided and sited by each exit door and in the meeting room.	01/09/20	17/07/20

#### 8.2. General comments / other recommendations

Section	Page	Comments/ Recommendations
4	7	The cooker should be inspected regularly for damage and kept clean and in good order.
4	7	It is good practice for portable electrical equipment to be tested annually, and the system tested periodically by a competent electrician.
7	8	It is important that the smoke alarms are tested regularly to ensure that in good working order, and that in any case it is replaced with a new one every 5 years. It is important that the gas fired boiler for the heating system is serviced annually by a qualified service engineer The perimeter path should be kept free from obstructions.

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### **8.3. Emergency Plan**

#### **Purpose of the Plan**

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

#### **Fire Risk Assessment**

A Fire Risk Assessment as required by law has been carried out on the premises. The results of this assessment, and any remedial action taken as a consequence, have been 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 that are likely to enter the building, particularly members of the public and contractors.

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

**Signs and Notices:** 'Fire Action' notices have been provided and situated at designated locations within the building.

**Fire Safety Checks:** These will be in future be carried out on a regular basis and recorded in the Fire Safety Log Book provided.

**If a Fire is Discovered** **If you discover or suspect a fire, you must raise the fire alarm by shouting "Fire!"**

#### **Evacuation of Premises**

In the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available 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 assembly point in front of the One Stop shop, where a roll call 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 the person who has signed the Hiring Agreement) to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to toilets.

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### Calling and Liaising With the Fire Service

Upon hearing the fire alarm, the responsible person will alert the Fire Service by dialling 999. If it is not safe to do so within the premises, this will be done outside by mobile phone. Upon arrival of the Fire Service, the responsible person will meet the officer in charge and relay as much information about the incident as possible, 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 (gas, electricity, water) are, if not already isolated;
- Any special hazards in the building which may affect the safety of personnel;
- Any other information which may be considered 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 to 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.

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### 8.4. 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 is reason to suspect that it is no longer valid or if there have been significant change.

Date	Person	Remarks	Signature