

LINTON VILLAGE HALL FIRE RISK ASSESSMENT

Building Information	
Building: LINTON VILLAGE HALL	Date: 10/03/2021
	Undertaken by: Alison Smith
Location: Winchester Drive, Linton DE126PW	Use: Community building

Step 1 – Identify fire hazards		
Sources of Ignition	Sources of Fuel	Sources of Oxygen
Electrical system and sockets	Stored combustible items – flammable cleaning materials and paint	Natural flow of air through the building
Lighting system including stage lighting	Materials brought in by users – decorations, posters	Open windows or doors
Kitchen equipment	Various wooden objects and stage props	
Air Source Heat Pumps	Plastic seating	
Hand dryers	Curtains	
Portable electrical equipment	Wooden dance floor	


Step 2 – People at risk
All users of the hall, volunteers, committee members and workers/contractors – hall capacity maximum 120 people. Children, disabled and older people at risk and are frequent users. (No people permanently on site)

Step 3 – Evaluate, remove, reduce and protect from risk	
(3.1) Evaluate the risk of a fire occurring	<ul style="list-style-type: none"> No naked flames present – smoking prohibited throughout the building. Cooker is electric and the gas boiler for heating is enclosed. Building is on one floor with 4 exits available in different parts of the building. There are alternative exit routes from all rooms apart from the toilets, and back rooms.
(3.2) Evaluate the risk to people from a fire starting in the premises	In the event a fire did start and spread from those areas with the main sources of ignition i.e. kitchen, or hall. The main entrance/foyer, the main hall, disabled & other toilets and stage are all at ground floor level (this is a single storey building) and are open to the various escape routes available being the main entrance and two external fire doors lit by emergency lighting and signed. The slightly elevated stage offers means of escape via an external fire door at the back of the hall.

Step 3 – Evaluate, remove, reduce and protect from risk (continued)

<p>(3.3) Remove and reduce the hazards that may cause a fire</p>	<ul style="list-style-type: none"> • No smoking permitted within the building. • All debris and waste material cleared away at the end of each hiring by hirer. • Gas boiler recently replaced and test certificate supplied. Annual service/gas safety check, on boiler and air source heat pumps • Electrical system sight tested monthly and fully tested every 4 years. • Appliances regularly PAT tested. • Users have responsibility to report defects immediately – in user instructions.
<p>(3.4) Remove and reduce the risks to people from a fire</p>	<ul style="list-style-type: none"> • Fire emergency plan displayed – shows fire extinguisher locations. • Turn locks installed on external main doors, kitchen, fire exit door whenever hall is in use. Instant exit mechanisms fitted to rear external door. • Emergency lighting weekly. • Extinguishers checked annually. • Fire blanket located in kitchen. • Fire exits clearly signed and lit

Assessment review

	<p>Completed by</p> <p>Alison Smith</p>	<p>Signature</p> 
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Review outcome (where substantial changes have occurred a new record sheet should be used)