

Shackleford Village Hall

Fire Risk Assessment

Shackleford Village Hall is part of the Shackleford Centre that comprises:

- The Village Hall (unoccupied and used on a hiring basis)
- Acorns Nursery (with attached garage used as a storeroom)
- The Cottage (privately occupied)

Each of these parts of the building are independent and normally separated from the Village Hall by locked doors. Each has its own emergency exits and access to the Village Hall if necessary. The Cottage has window access to a flat roof from the first floor. The Village Hall does not normally have access to these areas.

Hire of the Village Hall requires agreement to the Terms and Conditions that include checking and being familiar with EXIT routes in case of an emergency.

This document is the Fire Risk Assessment for that part of The Shackleford Centre known as the Village Hall.

Any deficiencies and recommendations identified earlier within this risk assessment are set out in the following Action Plan.

Shackleford Village Hall – Fire Risk Assessment – Action Plan					
No.	Action	Priority	Target Completion	Action	Completed
1	Consider replacing the Alarm Panel with a modern equivalent	LOW	December 2017	DH	SEP 2017
2	Cleaning materials to be removed from Boiler Room	LOW	ASAP	DH	OCT 2017
3	Clear ALL debris from under the stage as this is flammable material.	LOW	ASAP	DH/RT	JAN 2018
4	NONE	MED			
	NONE	HIGH			

The Trustees
The Shackleford Centre

Shackleford Village Hall

Fire Risk Assessment

General Information	
Responsible Persons	The Trustees of The Shackleford Centre
Address of Premises	The Shackleford Centre Shackleford Road Shackleford Godalming
Postcode	GU8 6AE
Assessor	R Hazeu for The Trustees
Date of Fire Risk Assessment	March 2017
Reviewed by and signature	R. Hazeu:
Next Review Date	March 2018

The Premises	
Number of floors in building:	Ground floor only: Hall, kitchen, toilets and corridor
Approximate floor area: (m ²)	200 m ²
Brief details of construction:	Built in 1875 of brick and clay tile
Primary usage: (e.g. Hotel, Shop)	Village Hall
Secondary usage:	Function Room with kitchen

Occupancy Profile						
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS		
	0000 to 0400	A		0000 to 0400	A	
	0400 to 0800	A		0400 to 0800	A	
	0800 to 1200	A		0800 to 1200	A	
	1200 to 1600	A		1200 to 1600	A	
	1600 to 2000	A		1600 to 2000	A	
	2000 to 2400	A		2000 to 2400	A	
	Enter range: A<20 B=20-49 C=50-99 D=100-1000 E>1000 0= None					
Description of Occupants	Mobility Issues	No	Average Mobility	Yes	Vulnerability Issues	No

Occupants especially at risk from fire	
Sleeping occupants	None
Disabled occupants	None
Occupants in remote areas	None
Young persons	None
Others	None
Visitors	None at special risk
Occupants whose first language is not English	None

Identified Fire Hazards and Primary Control Measures

Electrical sources of ignition	
Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES
Portable appliance testing carried out on a risk assessed basis?	YES
Suitable policy in place regarding the use of personal electrical appliances?	N/A
Suitable limitation and management of trailing leads and adaptors?	YES
Notes	
Identified hazards	
Existing control measures	
Remedial actions	

Smoking	
Smoking prohibited in the building?	YES
Smoking permitted in appropriate areas?	NO
Suitable arrangements for those who wish to smoke?	OUTSIDE
Notes	
Identified hazards	None other
Existing control measures	Terms and Conditions of Hire. No Smoking signs. Smoke detectors.
Remedial actions	None.

Arson / Deliberate ignition	
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>	YES
Is there the potential for fire load/combustibles close to the premises available for ignition by outsiders?	YES
Notes	
Identified hazards	External waste 'Dumpy' bins.
Existing control measures	Not easily flammable. Emptied regularly.
Remedial actions	None.

Portable Heaters	
Are portable heaters are used within the premises.	NO
Is the use of the more hazardous type (i.e. radiant bar fires or LPG appliances) avoided?	YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	N/A
Notes	
Identified hazards	None
Existing control measures	No further measures required
Remedial actions	None.

Fixed Heating Installations	
Are fixed heating installations such as boilers used within the premises.	YES
Are fixed heating installations subject to regular maintenance?	YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES
Notes	
Identified hazards	None other.
Existing control measures	Boiler serviced annually under maintenance contract with CPL Team Energy. No hazardous or flammable materials stored in the Boiler Room No admittance to the Boiler Room for unauthorised personnel.
Remedial actions	None.

Cooking	
Filters cleaned or changed and ductwork cleaned regularly?	N/A
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES
Suitable Shut Down Procedures in place?	N/A
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Lightning	
The building has a lightning protection system.	NO
Is the lightning protection system subject to a suitable maintenance regime?	N/A
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Dangerous substances	
Dangerous substances are, or could be used or stored, within the premises? <i>(Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	YES
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	YES
Notes	
Identified hazards	Chemical cleaning materials
Existing control measures	All chemical cleaning materials have been relocated outside the Boiler Room in a locked cupboard.
Remedial actions	None other.

Housekeeping	
Combustible materials appear to be separated from ignition sources?	YES
Appropriate storage of hazardous materials?	YES
Escape routes kept clear of any combustibles? (Storage /furniture)	YES
Appropriate measures for the safe storage and disposal of waste?	YES
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Hazards introduced by contractors and building works	
Fire safety conditions have been imposed on external contractors	As and when required
Fire safety conditions have been imposed on in-house maintenance staff?	N/A
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:	N/A
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:	N/A
Notes	
Identified hazards	None
Existing control measures	No further measures required
Remedial actions	None.

Other significant fire hazards	
Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>	NO
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Arrangements for evacuation

Evacuation strategy	
<p>Single Stage Evacuation It is reasonably expected that all relevant persons in the premises can and will evacuate immediately to a place of total safety.</p>	YES
<p>Progressive Horizontal Evacuation Relevant persons are dependent on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose, a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on several factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	N/A

Arrangements for evacuation (Continued)

<p>Delayed Evacuation Relevant persons are dependent on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p>NOTE - Delayed Evacuation is subject to the following</p> <p>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</p> <p>A protected bedroom should be of 60-minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition, the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary, the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</p> <p>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</p> <p>Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive.</p> <p>Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>	N/A
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Provision of elements of fire safety as Secondary control measures

Means of escape	
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	
Adequate design of escape routes?	YES
Reasonable distances of travel when:	
Where there is escape in a single direction? State the distance of maximum travel.	10M
Where there are alternative means of escape? State the distance of maximum travel.	10M
Suitable protection of escape routes? (Fire resisting construction)	YES
Adequate provision of exits? State the capacity of each exit. 1 x Double PUSH Bar 1 x Single PUSH Bar 1 x Swing (Outwards)	YES
Exits easily and immediately open-able where necessary without the use of a key?	YES
Escape routes unobstructed?	YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below. Double PUSH TO VERANDAH SWING Door to EXIT Ramp	YES
Level unrestricted access to double push open doors or large swing door within 10m from the main (Pilkington) Hall	YES
Does the evacuation plan fit with the floor space factors?	YES
Identify dead end corridors. Are they appropriately covered?	N/A
Identify inner rooms. Are the appropriately covered?	YES
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Measures to limit fire spread and development	
<i>It is considered that there is:</i>	
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	YES
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A
Notes	
Identified hazards	None other
Existing control measures	No further measures required

Remedial actions	None.
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Emergency escape lighting

<i>It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?</i>	YES
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Notes

Identified hazards	None other
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Existing control measures	Emergency Exit signs at or within 5m of exit
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Remedial actions	None.
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Fire safety signs and notices

The building has a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996	YES
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Notes

Identified hazards	None other
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Existing control measures	No further measures required
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Remedial actions	None.
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Means of giving warning in case of fire

Reasonable manually operated fire warning system provided? If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc.) 5 Break glass points 3 alarm bells	YES
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Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc.) BS 5930 Serviced Annually by Churches Fire Ltd	YES
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Throughout Premises	YES
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Extent of automatic fire detection appropriate for the occupancy and fire risk?	YES
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Remote transmission of alarm signals to a monitoring station or other?	NO
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Notes

Identified hazards	None other
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Existing control measures	No further measures required
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Remedial actions	None.
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Manual fire extinguisher appliances

Reasonable provision of portable fire extinguishers?	YES
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Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	YES
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Is suitable wall signage provided relevant to extinguisher?	YES
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Are hose reels provided?	NO
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Notes	
Identified hazards	None other
Existing control measures	All extinguishers serviced under maintenance contract with Chubb
Remedial actions	None.

Relevant automatic fire extinguishing systems	
None	
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Other relevant fixed systems and equipment	
None	
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Firefighter switch – High voltage luminous tubes etc.	
None	
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Management of fire safety

Procedure and Arrangements	
Fire safety is managed by: TRUSTEES	
Deputy or assistant:	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety: Trustees responsible to ensure maintenance and inspection of alarms, exit signs, extinguishers using independent specialist companies where appropriate.	YES
Is there a suitable record of the fire safety arrangements? Inspection and Test Reports	YES
Appropriate fire procedures in place? Non-residential single large space with Emergency Exit Lighting.	YES
Are procedures in the event of a fire appropriate and properly documented? See above	YES
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES
Are there suitable arrangements for ensuring that the premises have been evacuated? Single storey building with exits/entrances to all areas.	YES
Is there a suitable fire assembly point(s)?	YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	N/A
Appropriate liaison (if necessary) with Fire and Rescue Service crews visiting for familiarisation visits?	YES
Routine in-house inspections of fire precautions (e.g. during health and safety inspections)?	YES
Notes	
Identified hazards	Hiring the Hall does not mean a Trustee is present.
Existing control measures	Exit points are all within 10 metres.
Remedial actions	None.

Training and drills	
There are no staff or employees of the organization and no permanent residents. Users of the facility are provided with a User Guide reconfirming EXIT points.	
Notes	
Identified hazards	None other

Existing control measures	No further measures required
Remedial actions	None.

Testing and maintenance	
Fire safety is managed by:	DH
Deputy or assistant:	RT
Adequate maintenance of workplace?	YES
Regular testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES
Monthly and annual testing routines for emergency escape lighting?	YES
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	YES
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	YES
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests:	N/A
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.

Recording	
<i>Appropriate records held for:</i>	
Fire drills?	N/A
Fire training?	N/A
Fire alarm tests?	YES
Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	YES
Location of Records: (Available for inspection by Fire Authority if required)	
Filing Cabinet within Green Room	
Notes	
Identified hazards	None other
Existing control measures	No further measures required
Remedial actions	None.