

RISK ASSESSMENT

FIRE

Date of Risk Assessment	Initial Assessment 18 th July 2020
Review Date	Annually unless changes occur then immediately
Assessment Completed By	All committee members

What are the hazards	Hazard level	Who might be harmed and potential consequences	What controls are in place	What further action is necessary	Action by who and by when	Date completed	Final hazard level
<p>Fire caused by Electrical issues</p> <p>Fire caused by Neglect or accident</p> <p>Fire caused by any other means</p>	Low	<ul style="list-style-type: none"> • Volunteers • Hirers • Contractors • Anyone using or in the building <p>Unsafe building Unsafe external areas People becoming trapped Serious risk to life through burns/smoke/falling debris</p>	<p>* Fire alarm system which is tested weekly and serviced twice yearly. Hirer's are made aware of procedure at start of hire (new system installed May 2021)</p> <p>* Flashing light system installed in the ladies and gents toilets to alert people who have hearing issues, lights checked weekly.</p> <p>* Emergency exits clearly highlighted with emergency lighting which is tested monthly and discharge tested yearly.</p> <p>* Alarm points around the hall by all exits with</p>	<p>Hirers to be given fire instruction in writing on the Village Hall website and again verbally at the start of hire by the committee member giving access to the hall. A</p>			

			<p>instructions to call 999 and state the given address.</p> <ul style="list-style-type: none">* Fire extinguishers of water and CO2 at each exit and a fire blanket in the kitchen* Smoke detector in the kitchen* Emergency fire exit with ramp for disabled access and the front door has a flat surface to outside.* Clearly stated that once outside assembly point is by the monument on the Green* PAT testing portable equipment carried out yearly and people bringing any equipment into the hall are required to provide a PAT testing certificate and copy of own insurance.*All portable equipment visually checked prior to use for any damage/frayed flex etc.* Electrical sockets turned to the OFF position when not in use	<p>document will be signed by both the hirer and committee member to identify the details</p>			
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* List of committee members held in the hirers file for contact purposes
* all fire doors kept clear
* Fire exits clearly sign posted
* **NO SMOKING ALLOWED IN OR AROUND THE HALL.**

Risk Level

The level of risk has been stated as LOW due to the

- Robust system of equipment checks
- Regular fire alarm system checks
- Hirers been made aware of the fire precautions within the agreement and at time of hire

