Fire Risk Assessment

Warsash Victory Hall

Completed by: K Segrott (Hall Manager) & S Kirby (Trustee)

Date: 25 September 2023

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Contents

Introduction

The Regulatory Reform Order (Fire Safety) 2005 came into force on 1 October 2006, and relates to all premises, with very few exceptions. It places responsibility on those who are best placed to address fire safety and ensure that risks - which necessarily change over time - are kept under review. Under the Fire Safety Order a 'responsible person' (usually the owner, landlord, employer, or occupier of a business or industrial premises) must carry out a fire risk assessment. Responsible persons under the Order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

This document suggests information that should be contained in a fire risk assessment record. When completed in accordance with all suggestions, it may serve as a record of a fire risk assessment as required by The Regulatory Reform (Fire Safety) Order 2005.

From the date these Regulations came into force, it became a requirement for all responsible persons to:

- Carry out a fire risk assessment of the workplace, taking into consideration all employees and all other people who may be affected by a fire in the workplace and to make adequate provision for any disabled people with special needs who use, or may be present in the premises;

- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If five or more people are employed, it is a requirement that these significant findings are recorded; **(However it is recommended that a written record is produced on all occasions to assist with the process of ongoing reviews)**

- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and

- Provide information, instruction and training to employees about the fire precautions in the workplace

Further guidance can be found in a series of guides produced by the Department for Communities and Local Government (CLG).
Copies of the above guides can be found by using the link below
About the guides - introduction and checklist - Fire and resilience - Communities and Local Government

The recording of information within this document should be in a narrative format and not simply a Yes or No answer to a question.

Fire Risk Assessment (How to complete)

Divide the premises into areas/rooms/floors as necessary and carry out a fire risk assessment for each part. You will also need to appreciate the impact one area or floor may have on other areas. During the assessment and evaluation of the findings, you should bear in mind the following.

Significant findings:

Upon completion of the fire risk assessment, the significant findings should be recorded (Section 20). The significant findings should include:

- a record of the protective and preventative measures already in place to control the risks;
- what further action, if any, needs to be taken to reduce risk sufficiently;

Review and revision

The assessment should be reviewed or revised following any of the following:-

- Any significant change of work practices
- Any significant change in staff levels
- Any structural or material alteration to the premises
- Any near miss or fire

It is recommended that the assessment be reviewed at least annually

1   Premises particulars

Specify the following particulars:-

- Name and address of premises:

- Use of Premises:

- Owner/Employer/Person(s) in control of the workplace:

- Telephone number:

- Date of Risk Assessment:

- Date of review**:**

- Name & relevant details of the person carrying out the Fire Risk Assessment:

2   Provide a general statement of policy

A safety policy is a written statement of an employer's intent to ensure the safety of their employees. The purpose of the safety policy is to give clear commitment to comply with the relevant Regulations.

Example: -

"It is the policy of (employer/company/etc.) to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements."

Fire Risk Assessment

1   Premises particulars

Premises Name   Victory Hall, Warsash

Address 27 Warsash Road
Warsash
Southampton
Hampshire
SO31 9HW
Tel no: 01489 572913

Use of Premises. Community Hall

Owner/Employer/Person in control of the workplace. Trustees of Warsash Reading Room and Victory Hall. Registered Charity: 117803

Date of Risk Assessment. 25 September 2023

Date of Review. September 2024

Name & relevant details of the person who carried out the Fire Risk Assessment
Hall Manager : Karen Segrott
Trustee : Stephen Kirby

2   General statement of policy

Statement:
The Victory Hall, Warsash recognises and accepts its health and safety duties as an organisation for providing a safe and healthy working environment so far as is reasonably practicable for all its staff, under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

Details are in the 'Health and Safety Policy v3.0' dated 25 September 2023 and the 'Fire Policy' dated 10 May 2023

Signed: Print Name: Date:

3   Management systems

Provide a statement specifying the planning, organisation, control, monitoring and review of the fire risk assessment.

• **Planning** – How the employer proposes to complete the Fire Risk Assessment and determine priorities in eliminating any hazards and reducing risks to persons.

• **Organisation** – How the organisation is structured. To include how Health and Safety information is communicated to all employees, and what their involvement has been in complying with all aspects of the Fire Risk Assessment

• **Control** - Identify the people (at all levels) who may have responsibility for carrying out the Management of Health and Safety issues throughout the workplace.

• **Monitoring** – Identify how the employer will measure the success of the Health and Safety policy. This should include regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.

• **Review** – Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified.

3	**Management systems**

Commentary:

Planning: The Fire Risk Assessment will be completed by the Competent person, the Hall Manager, assisted by one of the Trustees. The priority is life risk followed by risk to the premises.

Organisation: The Responsible Person is the 'Trustees of the Warsash Reading Room and Victory Hall'. The Competent Person is the Hall Manager, Karen Segrott. The only employee is the Hall Manager.

Control: The Hall Manager is responsible with the Trustees for ensuring that the safety policies are carried out.

Monitoring: The Hall Manager will maintain records of all maintenance, safety checks and incidents of the fire safety equipment and installation.

Review: The Fire Risk Assessment carried out internally will be reviewed annually.

4   General description of the premises

Give a general description of the premises and the use to which it is put.
Include the following details:

• Construction detail of the premises (i.e. Brick/Timber/Concrete)

• Approximate age of premises

• Times in use

• Total number of persons employed in the premises at any one time

• Total number of persons who may resort to the premises at any one time

• Size of the premises (Length and Width and/or area)

• Number of floors and staircases

5   Fire safety systems

Give details of any fire safety systems in the premises such as fire warning systems, escape lighting, sprinklers, etc.

(e.g. Fire alarm break- glass system to British Standard 5839, escape lighting to British Standard 5266)

If none are to be provided briefly state the reasoning for that decision.

(e.g. Small open workshop, only three people at any one time, clear visibility, word of mouth sufficient to raise the alarm).

4	General description of premises

Description:
Single storey building of timber frame with asbestos and wooden panelling/ cladding and external PVC covering. The roof is a combination of pitched and flat bitumen felted construction. Concrete floor throughout with a timber floor laid on top of the concrete in the main hall.
Main Hall : 18m x 12m : maximum 200 seated and 150 with tables
Hook Room : 12m x 6m : maximum 50 seated
Newbury Room : 6m x 4m : maximum 20 seated
Bartholomew Room : 12m x 12m : maximum 50 seated, unless specific additional precautions taken as detailed in the "Fire Risk Assessment of the Bartholomew Room V3" for a limit of 70 seated – copy attached

Occupancy

Times the Premises are in use: 8:00am **to** 10:00pm

The Total Number of persons Employed within the premises at any one time: One

The Total Number of persons who may resort to the premises at any one time: 300

Size

Building footprint (Metres x Metres): 500m^2 approx

Number of floors: One

Number of Stairs: None

5	Fire safety systems within the premises

Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

Automatic fire detection, break glass system with sounders to BS 5839-1:2017 (installed 2017)

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

Combination of maintained and non-maintained emergency lights of 3-hour duration to BS 5266 (installed 2017)

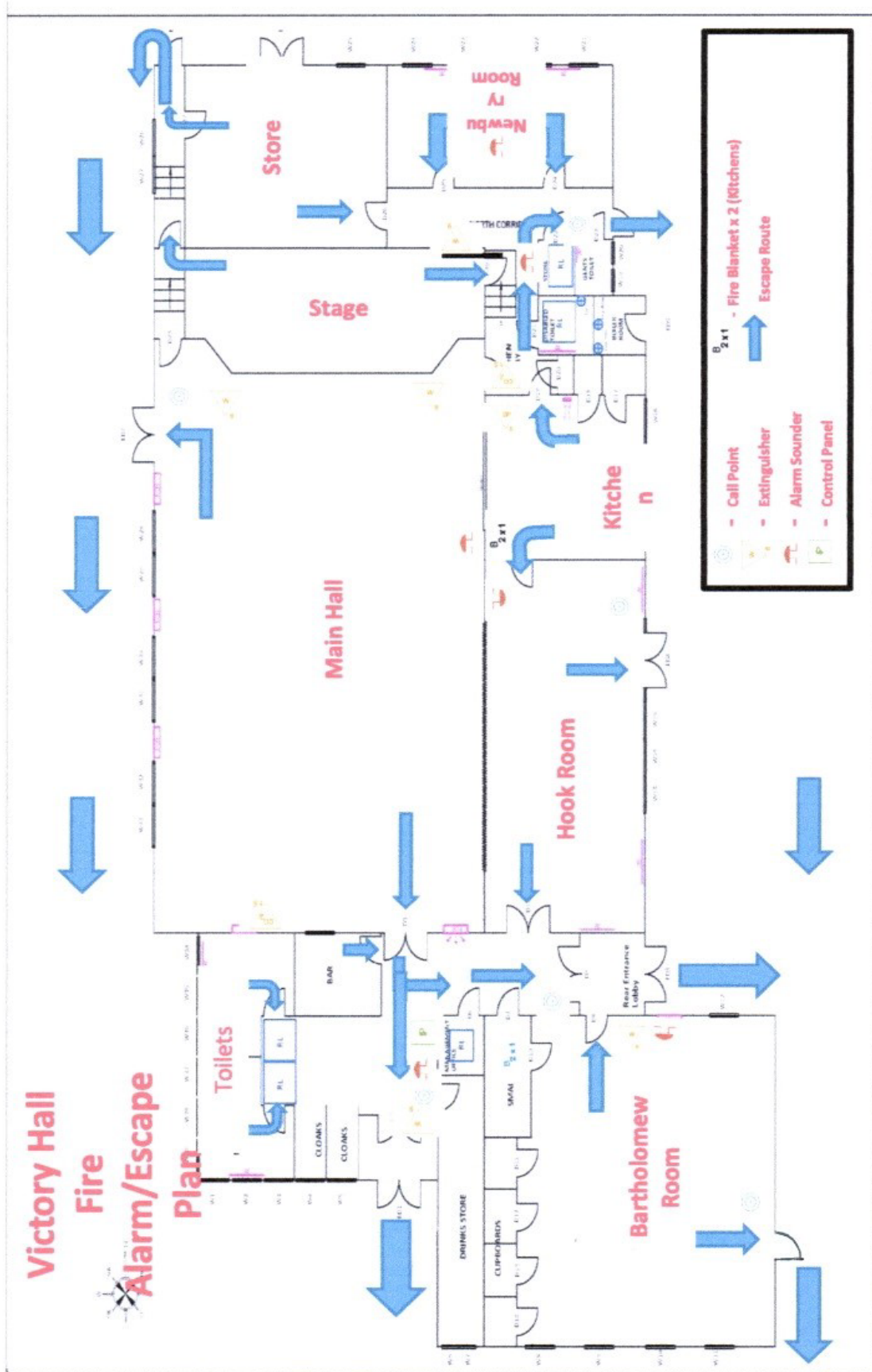**Other: (i.e. Sprinkler system to LPC rules BS 5306)**

Not Applicable

6   Plan drawing

To assist the assessor in completing an assessment, and employees in understanding the findings and evacuation procedures/plans it is recommended that a single line drawing of the premises/area/room/floor is prepared, which should be attached to the risk assessment.

The plan should show :-

• Escape routes,
• number of exits,
• number of stairs,
• fire resisting doors,
• fire resisting walls and partitions,
• places of safety etc.
• Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc.
• The location of fire warning devices (i.e. break-glass alarm points, sounders, rotary gongs)
• The location of emergency lights (to include hand held torches if provided)
• The location and type of fire fighting equipment (i.e. water extinguishers, foam extinguishers, etc.)

Victory Hall
Fire
Alarm/Escape Plan

Legend:
- = Call Point
- = Extinguisher
- = Alarm Sounder
- = Control Panel

$\underset{2x1}{B}$ = Fire Blanket x 2 (Kitchens)

→ = Escape Route

Rooms/Areas:
Store, Newbury Room, Stage, Main Hall, Kitchen, Hook Room, Toilets, Bar, Rear Entrance Lobby, Bartholomew Room, Cloaks, Drinks Store, Cupboards

7   Identify fire hazards within the area/room/floor

Consider any fire hazards within the area/room/floor:

- **Ignition sources**

  Smoking materials /matches, lighters etc.
  Naked flames /hot work processes,
  Fixed /portable heaters,
  Boilers /engines /machinery,
  Cooking,
  Lighting equipment,
  Friction /sparks,
  Arson,

- **Fuel sources**

  Flammable liquids /solvents /oils etc,
  Chemicals,
  Wood /paper /cardboard etc,
  Plastics /rubber /foam,
  Furniture and furnishings,
  Flammable gases
  Textiles,
  Display materials,
  Waste materials,

- **Work processes**

  Can any fire risks identified be removed, replaced or reduced?

- # Structural features

  Consider any structural features that could promote the spread of fire (e.g. open staircases, openings in walls and floors, large voids above ceilings and below floors). Additionally consider the potential combustibility of any structural features.

7 Identify fire hazards

Sources of Ignition:

Kitchen: gas ovens and hotplates

Boiler Room: two gas boilers

Sources of Fuel:

Store Room: Cleaners fluids

Curtains, upholstered furniture & non-upholstered furniture.

Bar Store: compressed gas for beer dispensing

Work Processes:

None

Structural features that could promote the spread of fire:

None

8 People who would be at risk from fire

Consider:

- Employees

- Visitors / Customers

- Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired

- Other persons in the premises if the premises are multi-occupied

- Varied working practices (i.e. areas of your premises occupied when others are not)

- Areas where employees/others are isolated

- Contractors

- Persons who may be asleep in your premises

8	Identify people at risk

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what control's are or need to be in place:

Main Hall: Potentially a large number of people, many who will be unfamiliar with the hall. Audible and visual alarm indicators

Newbury Room: No direct access to outside from Newbury Room. The two doors to the room open onto a short dead-end corridor leading to a final emergency fire exit, which is also the door used to access the Newbury Room.

All hirers are advised to familiarise themselves with the alarm points and final exits.

9 Evaluate, remove or reduce and protect from the risk

- Evaluate the risk of a fire starting
- Evaluate the risk to people from a fire
- Remove fire hazards (Where possible)
- Reduce fire hazards (Where possible)
- Remove or reduce the risks to people from a fire
- Protect people by providing fire precautions

9	**Evaluate, remove, reduce and protect from risk**

RISK OF FIRE STARTING:

Electrical Equipment: Fixed installation and portable equipment checked regularly

Flammable Materials: None allowed to be brought into the building by Hirer's unless very specific permission given including confirmation of fire precautions and mitigating measures associated with the hazard.

Risk to People: Single storey building with adequate escape routes.

Fire Precautions: Manual call points in public areas complimented by automatic fire detectors in boiler room, kitchen, rear corridor and main entrance lobby, sounders throughout with additional visual alarm in the main hall. Nominal Fire Doors throughout the building.

10 Means of escape – horizontal evacuation

Consideration of the following factors should be recorded in a narrative format and not simply a Yes/No answer to a question.

Consider: -

• How fire hazards are controlled within the area/room/floor
• The need to control and monitor the number of occupants
• The number of occupants in the area/room/floor and their familiarity with the premises
• The likely spread of fire
• The time it would probably take to escape (2-3 minutes?)
• In the event of a fire can all persons safely evacuate the premises after taking
  into account the fire risks in the area?
• Travel distances. How far to the nearest exit?
• Definition and number of escape routes Easily identified and available at all times?
• Number and widths of exits Sufficient to evacuate all occupants quickly and easily?
• Inner rooms situations. Is there exit only available through another room?
• Corridors. Do they need to be protected by fire resisting walls and doors?
• Dead-end conditions Is there only one way out?
• Door openings and door fastenings Can door(s) be opened easily without the use of a key?
• Do all escape routes lead to a place of safety (e.g. not to an enclosed yard)?
• Housekeeping. Is there storage of combustibles or obstructions in escape routes?
• Sufficient number of stairways
• Provisions for people with disabilities. Deaf, Blind, Mobility issues or special needs etc

11 Means of escape – vertical evacuation

Consider: -

• Are there sufficient stairways to get all occupants out of the premises even if one stairway is
  inaccessible due to fire?
• Are the stairways wide enough to get all occupants out of the premises? (including disabled
  persons)
• Do the doors, walls and partitions to the stairways need to be fire resisting (i.e could a fire
  spread to the staircase(s) before occupants have evacuated taking into account the fire
  hazards present?)
• Do the exits from the stairways lead to place of safety (e.g. not to an enclosed yard)

10   Means of escape – horizontal evacuation

Commentary:

Hirers are advised of maximum number of occupants in each room and to familiarise themselves with the alarm system and emergency exits.

Evacuation from all rooms should be withing 2/3 minutes.

All exits are level.

Travel distances are adequate.

Every bookable room has two escapes, one direct to the outside except the Newbury Room, the Stage and the Kitchen.
The Newbury Room has two exits into a dead-end corridor leading to a final external fire exit.
The Stage has a rear exit through a short corridor to a final external fire exit or via the main hall.
The Kitchen exits either to an internal corridor and then to a final external fire exit, or to the Hook Room and then to a final external fire exit.

All final exits doors are adequate for the maximum number of people allowed in the room.

The Bartholomew Room can have a larger number of people than the stated 50 provided certain clearly stated additional precautions are maintained whilst the room is in use. A specific policy details the requirements. Copy attached.

All escape routes lead to roads around the building.

No combustible materials are stored on escape routes.

It is a single story building accessible for people with disabilities.

'Nominal Fire Doors' are fitted throughout the building.

11   Means of escape – vertical evacuation

Commentary:

Not Applicable

12 Fire safety signs and notices

- Do all fire safety signs comply with the current standard (pictogram – symbols)?
- Are there sufficient fire exit signs on the escape routes?
- Are internal fire resisting doors indicated with "Fire Door-Keep Shut" notices?
- Are internal fire resisting doors to cupboards indicated with "Fire Door – Keep Locked Shut" signs?
- Where necessary are fire exit doors marked with "Fire Exit-Keep Clear" notices? (outside face)
- Are there signs indicating how to use door opening mechanisms e.g. "Push Bar to Open"?
- Are general fire action notices displayed stating what to do in a fire situation?
- Is fire-fighting equipment indicated?

13 Fire warning systems

- Is there a suitable fire warning system to alert occupants in the event of a fire?
- If the premises are large and/or complex an electric fire alarm should be installed to the current British Standard.
- Can all occupants be alerted when the alarm when it is sounded? (Including persons with hearing difficulties)
- Is there a need for automatic fire detection i.e. sleeping risks, multi-occupied premises, varied working, inner rooms situations, mezzanine floors?

14 Emergency lighting system

- If the premises are in use during the hours of darkness (consider winter months) escape lighting should be provided. (However, adjacent Street lighting through external glazing, may be considered)
- Areas of the premises with no natural light (internal spaces) should be provided with escape lighting.
- If the premises are large and/or complex an escape lighting system should be installed to the to the current British Standard.
- Where the premises are small a number of hand held torches strategically located may be Sufficient?
- When operated is there sufficient illumination for occupants to see the external escape routes clearly?
- Does the system operate on sub-circuit failure?
- Is there sufficient illumination at changes in level and changes in direction?
- Is there sufficient illumination to show fire exit doors and their operation?
- Is there sufficient illumination to show fire alarm call points and fire fighting equipment?

15 Fire fighting equipment

- Is there sufficient fire fighting equipment provided for the area/room/floor?
- Is the fire fighting equipment appropriate for the risks?
- Is the fire fighting equipment simple to use?
- Has a competent person checked fire extinguishers within the last twelve months?
- Does it conform to a standard?
- Is the fire fighting equipment located on the escape routes and near to exit doors?
- Is it securely hung on wall brackets or suitable floor plates, unobstructed and easily accessible?

12 Fire safety signs & notices

Commentary:
Fire safety signs comply with current guidelines.
Adequate fire exit signs on escape routes.
There are no internal Fire Resisting doors.
Where necessary fire exit doors are marked on the outside with 'Fire Exit – Keep Clear' signs or similar.
Push Bar to open signs are fitted where appropriate.
General fire action notices are displayed throughout the building.
Fire-fighting equipment is indicated.

13 Fire warning system

Commentary:
A fire alarm system to BS 5839-1:2017 is installed with multiple zones but with one alarm zone – all the building.
The system is maintained and checked by a competent service engineer annually and checked weekly by the Hall Competent person.

14 Emergency lighting system

Commentary:
Emergency lighting is installed within the building and externally to BS 5266.
The system is maintained and checked by a competent service engineer annually and checked visually monthly by the Hall Competent Person.

15 Fire fighting equipment

Commentary:

Fire fighting equipment is installed as recommended following an audit and survey by a Fire Risk Assessor. The equipment is maintained and checked annually by a competent service engineer, with monthly visual checks by the Hall Competent Person.

16 Maintenance

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, escape lighting if provided and fire fighting equipment.

Specify who will carry out the maintenance and where it will be recorded. *(Fire Log Book)*

Use the table below to check that all the fire safety provisions have been covered in the maintenance schedule. Attach the maintenance record to the risk assessment.

Recommended maintenance schedule

Equipment	Period	Action
Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices.	Weekly	Check all systems for state of repair and operation. Repair or replace defective units Test operation of systems, self contained alarms and manually operated devices.
	Annually	Full check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries.
Emergency lighting equipment including self-contained units and torches.	Weekly	Operate torches and replace batteries as required. Repair or replace any defective unit.
	Monthly	Check all systems, units and torches for state of repair and apparent working order.
	Annually	Full check and test of systems and units by competent service engineer. Replace batteries in torches.
Fire fighting equipment including hose reels.	Weekly	Check all extinguishers including hose reels for correct installation and apparent working order.
	Annually	Full check and test by competent service engineer.

16	Management - maintenance

Is there a maintenance programme for the fire safety provisions in the premises Yes / ~~No~~

Commentary: YES.

Are regular checks of fire resisting doors, walls & partions carried out   Yes / ~~No~~

Commentary: Yes. Weekly visual by the Hall Manager

Are regular checks of escape routes & exit doors carried out   Yes / ~~No~~

Commentary: Yes. Weekly visual by the Hall Manager

Are regular checks of fire safety signs carried out   Yes / ~~No~~

Commentary: Yes. Weekly visual by the Hall Manager

Is there a maintenance regime for the fire warning system   Yes / ~~No~~

Commentary: Weekly by Hall Manager   **Weekly**   Yes

     Annually by a competent service engineer   **Annually.** Yes

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Is there a maintenance regime for the emergency lighting system   Yes / ~~No~~

Commentary: **Weekly**   N/A

     Monthly by Hall Manager.   **Monthly.** Yes

     Annually by a competent service engineer   **Annually.** Yes

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Is there maintenance of the fire fighting equipment (By competent person?)   Yes / ~~No~~

 Commentary: Monthly visual by the Hall Manager   **Weekly.**   Yes

     Annually by a competent service engineer   **Annually.** Yes

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Are records kept & their location identified   Yes / ~~No~~

Commentary: Yes

17 Method of calling the fire service

Establish and record the method by which the fire service would be called in the event of a fire. *i.e.* (Automatic/person*)*

18 Emergency Action Plan (EAP)

Produce an emergency action plan, which details procedures in the event of a fire in the workplace.

The EAP should cover:-

• all foreseeable events
• the action employees should take if they discover a fire
• how people will be warned
• how the evacuation is carried out (action on hearing fire warning)
• to include the evacuation of visitors and people with disabilities
• assembly points
• procedures for checking the premises have been evacuated
• identify escape routes
• fire fighting equipment
• duties and identities of persons with specific responsibilities in the event of a fire
• where appropriate the isolating of machinery and processes
• how the fire service are called and by who
• liaison with fire service on arrival

Attach the EAP to the risk assessment

19 Training

All employees should receive fire safety training including a full explanation of the EAP. This should be carried out on induction and other regular periods, (usually once or twice a year).

The training programme should also include the following:-
▪ who receives training,
▪ what training is given,
▪ how often it is given,
▪ where it is recorded. (to include staff acknowledgement of training given)

Attach the training programme to the risk assessment.

Fire drills

Regular fire drills should be carried out to both support the training given and to test the procedures work appropriately.

17	Method for calling the fire service

Specify:

Any person suspecting or discovering a fire should :
Raise the alarm by breaking the glass of the nearest fire alarm call point and then dial 999 and ask for the Fire Brigade – all as per the Victory Hall Fire Policy.

18	Emergency Action Plan (EAP)

Commentary:

This is attached. Latest version is dated 10 May 2023

19	Training

Commentary:

The only employee is the Hall Manager. The current Hall Manager, Karen Segrott carried out online Training and is in the process of further / updating online training relevant to the Competent Person role.

Recent Training Programme:

Fire Safety Awareness – 5 Aug 2021
Fire Warden (Fire Marshall) Training – 5 Aug 2021
Fire Extinguisher Awareness – 5 Aug 2021

20 Rectification of fire safety deficiencies

- Make a list of the fire safety deficiencies found from the fire risk assessment.

- Prioritise and rectify the deficiencies.

- Once fully rectified, amend the fire risk assessment sheets and fire safety records.

- Review the fire risk assessment as appropriate.

20	Fire safety deficiencies to be rectified

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
1. Doors from entrance lobby to Main Hall to replace! Currently Smoke Doors NOT Fire Doors and this was acceptable at Fire Brigade Audit held on 23 August 2021. To physically examine annually to review integrity as Smoke Doors.	Low		
2. Doors from entrance lobby to Hook Room to replace! Currently Smoke Doors NOT Fire Doors and this was acceptable at Fire Brigade Audit held on 23 August 2021. To physically examine annually to review integrity as Smoke Doors.	Low.		

21 Significant findings

From the outcomes of the risk assessment record the significant findings.

The significant findings should include:

- a record of the protective and preventative measures currently in place to control the risks.

- what further action, if any, needs to be taken to reduce risk sufficiently.
  (as identified in Section 19 Fire Safety deficiencies)

21	**Significant findings**

Significant Finding	Control Measure/Action
Single Storey building:	
Fire Alarm Installation to BS 5839-1:2017 Installed in 2017	**Regular Testing and a Service Contract in place**
Emergency Lighting Installation to BS 5266 Installed in 2017	**Regular checks and a Service Contract in place**
Fire Fighting Equipment installed throughout the building	**Regular checks and a Service Contract in place**
No Hazardous procedures carried out on Premises.	
In addition to the above maintenance contracts further regular maintenance contracts are in place for the fixed electrical installation, portable electrical equipment together with the gas equipment installed in the kitchen.	

22 Additional hazards

Although not forming part of the risk assessment persons in control of a workplace are requested to inform the Fire Authority of any additional hazards within the workplace.

Emergency crews entering the site/building should be made aware of any hazards which may affect their safety, particularly those which may require special procedures for fire fighting.

Specify any such hazard and inform the Fire Authority in order that an appropriate operational plan can be undertaken.

22 | Additional hazards

Specify:

None identified at present ~~Yes~~ / No

Need to consult fire service ~~Yes~~ / No