



Bedfordshire

Fire & Rescue Service

 bedsfire.gov.uk
 Southfields Road
Kempston, Bedford
MK42 7NR
 bedsfirealert.co.uk
   @bedsfire

FIRE RISK ASSESSMENT

Introduction

This risk assessment template can be used for small and medium sized businesses; however, the responsible person will need to decide whether it will provide suitable and sufficient detail to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Bedfordshire Fire and Rescue Service (BFRS) provide this template in order to assist businesses in improving fire safety at their premises but emphasize that the person completing it should be competent to do so.

BFRS also emphasise that the content of the risk assessment and the identification and addressing of any significant findings are the responsibility of the responsible person.

The use of this risk assessment template is for guidance only and BFRS reserve the right to take enforcement action where appropriate, even where the template has been used.

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.

It is important that the person completing this fire risk assessment consults with the relevant fire safety guide for the premises.

These can be found at -

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

FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS

Premises name:

Breachwood Green
VILLAGE HALL

Address: Chapel Rd.

Breachwood Green, Milton
HERTS

Tel no:

Use of Premises:

Owner/Employer/Person in control of the
workplace:

Kings Water Parish Council

Date of Risk Assessment: 06/08/24

Date of Review: 06/08/25

Name and relevant details of the person who carried out the Fire Risk Assessment:

Paul HARMAN
14 DARLEY Rd
Breachwood Green
Milton,
HERTS
SG4 8PD.

2 GENERAL STATEMENT OF POLICY

Statement:

BWG village hall is a single story building consisting of a main hall, bar area, kitchen, toilets, Payer and 2 small multiuse rooms. It is used for various activities and social events on an ad-hoc basis.

Signed:



Print Name:

Paul Harman

Date: 06/08/24

3 MANAGEMENT SYSTEMS

Commentary:

ISO 9000

4 GENERAL DESCRIPTION OF PREMISES

Description:

1150

Occupancy:

Times the premises are in use: to

The total number of persons employed within the premises at any one time:

The total number of persons who may resort to the premises at any one time:

Size:

Building footprint (metres x metres):

Number of floors:

Number of stairs:

5 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

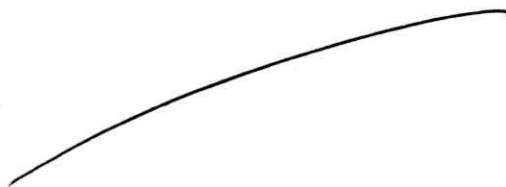
Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

None in place at present.

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

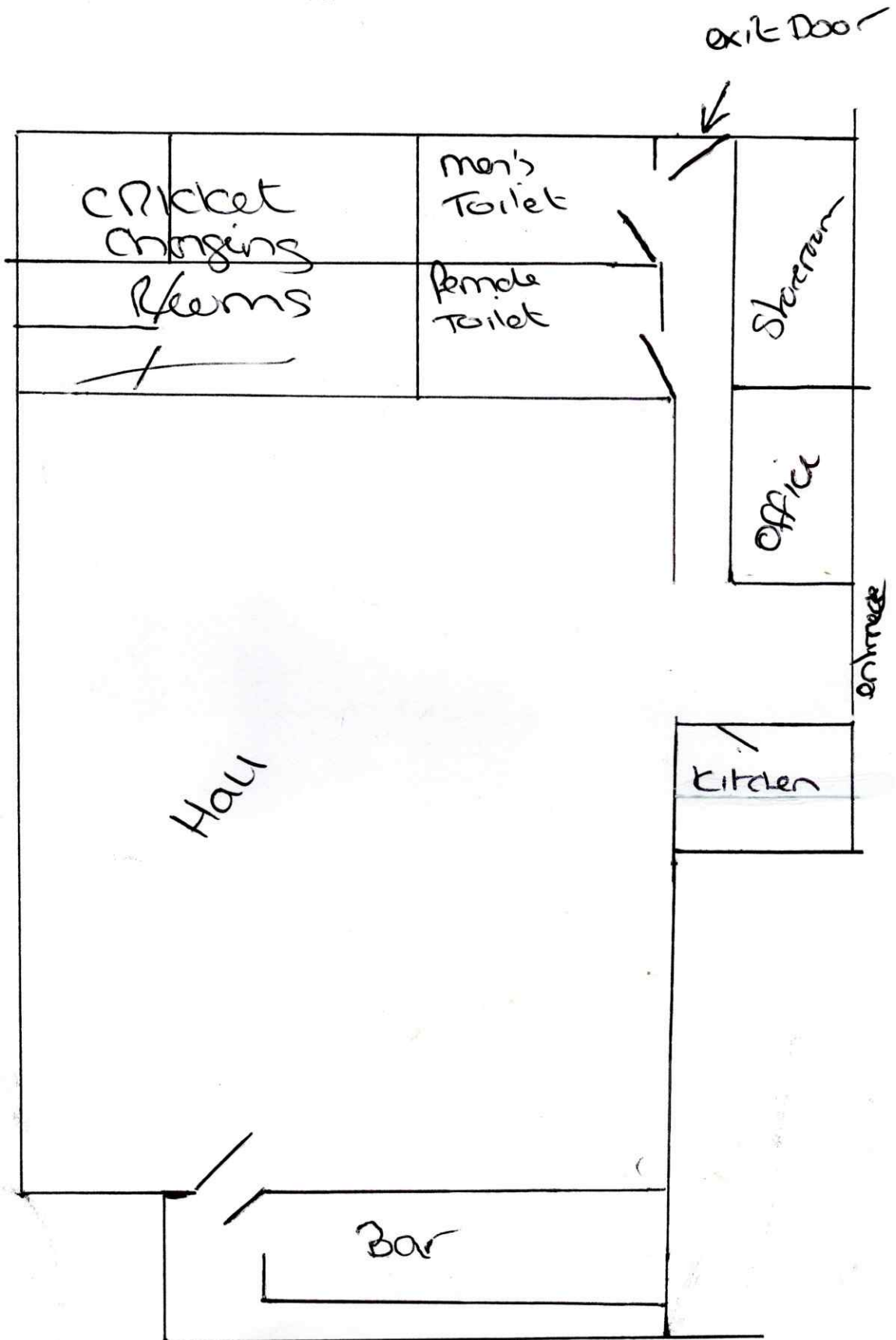
Throughout the building including exits and escape routes.

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



6 PLAN DRAWING

1:50



7 IDENTIFY FIRE HAZARDS

Sources of Ignition:

Electrical systems, heaters system

Sources of Fuel:

wooden stage, wooden floor, alcohol behind bar,
gas behind bar

Work Processes:

Structural features that could promote the spread of fire:

bar consists of mainly wood. floor is wood.
Curtains throughout premises

8 IDENTIFY PEOPLE AT RISK

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

Building is only used temporarily, all exits are
serviceable and in use throughout my use.

9 MEANS OF ESCAPE – HORIZONTAL EVACUATION

Commentary:

multiple fire escapes to front, back and side of the building.

10 MEANS OF ESCAPE – VERTICAL EVACUATION

Commentary:

No vertical ~~exit~~ evacuation routes required as building is single ground story.

11 FIRE SAFETY SIGNS AND NOTICES

Commentary:

All signs and notices visible and showing correct procedures.

12 FIRE WARNING SYSTEM

Commentary:

None in place at this time. Fire alarm system being recommended with audible alarm.

13 EMERGENCY LIGHTING SYSTEM

Commentary:

In use and in full working order.

14 FIRE FIGHTING EQUIPMENT

Commentary:

Extinguishers and fire blankets with signage and located correctly.

15 MANAGEMENT - MAINTENANCE

Is there a maintenance programme for the fire safety provisions in the premises?

Yes No

YES

Commentary: Yearly inspections undertaken by external firm

Are regular checks of fire resisting doors, walls and partitions carried out?

Yes No

Commentary:

As above, yearly inspections.

Are regular checks of escape routes and exit doors carried out?

Yes No

Commentary:

monthly checks carried out by chair of KCRC.

Are regular checks of fire safety signs carried out?

Yes No

Commentary:

monthly checks carried out by chair of KCRC.

Is there a maintenance regime for the fire warning system?

Yes No Weekly Annually

Commentary: NOT AT THIS TIME.

Is there a maintenance regime for the emergency lighting system?

Yes No Weekly Monthly Annually

Commentary:

Is there maintenance of the fire fighting equipment (by competent person)?

Yes No Weekly Annually

Commentary:

Are records kept and their location identified?

Yes No

Commentary: By fire safety company.

16 METHOD FOR CALLING THE FIRE AND RESCUE SERVICE

Specify:

999 only at this time.

17 EMERGENCY ACTION PLAN (EAP)

Commentary:

18 TRAINING

Commentary:

Building is in use by members of public and local residents. Extinguishers have instructions and emergency instructions on walls. No other training is currently undertaken.

19 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
Fire Alarm System	medium	within 6 months.	
Additional Extinguishers due to new Bo development	medium	within 6 months.	
Side Exit door to be altered to a fire exit push bar style instead of lock over key.	medium	within 6 months.	

* Insert additional pages if required

20 SIGNIFICANT FINDINGS

Significant Finding	Control Measure/Action
<p>ISO</p>	

* Insert additional pages if required

21 ADDITIONAL HAZARDS

Specify:

MSD

Need to consult Fire and Rescue Service? Yes No