



## Farmborough Memorial Hall

**FMH: 002**



# Detailed Risk Assessment

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FRA001  
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**Task / Activity under assessment: Fire Risk Assessment – Main Hall Area**

**Date of assessment: 16<sup>th</sup> April 2023**

This detailed risk assessment covers the risk of fire and appropriate mitigations. Where additional measures are highlighted these are detailed in section B with corresponding timescales.

Assessment Team	Name	Position	Digital Sign and Date Stamp*
Risk Assessor	Phil Gray	Treasurer and Booking Clerk	 24 <sup>th</sup> April 2023
Other personnel involved in the risk assessment	Lisa Hegan	Hall Committee Member for Timsbury Guides	 24 <sup>th</sup> April 2023

\* agree who will authorise this risk assessment and complete their name and position on final page before signing

Review History – A black bar in the left-hand margin will indicate the location of the change

Date	Reason for Review	Risk Assessor	Other persons involved	Additional Controls?	Responsible Person

This risk assessment has been carried out by a risk assessment team in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.



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### Assessing Risk

- Consider each potential hazard in turn.
- Determine the risks arising and who or what they will affect: cleaner, volunteers, hirers, objects, reputation or service.
- Identify any existing measures used to control the risk.
- Establish the likelihood of occurrence and severity of consequence to determine current level of risk.
- If necessary, identify the additional measures required to reduce / control the level of risk.

Remember that once agreed these control measures **must** be applied whenever the activity is carried out.

The Likelihood			Multiplied by:	The Consequence		
<b>Almost Certain</b>	5	Will happen at some point		<b>Insignificant</b>	1	No risk of injury, financial loss/damage, service disruption, reputational damage
<b>Likely</b>	4	Probably will happen at some point		<b>Minor</b>	2	Risk of very minor injury/near miss, some financial loss/damage, minor service disruption, minor reputational damage
<b>Possible</b>	3	May happen at some point		<b>Moderate</b>	3	More serious injury (possibly RIDDOR reportable), moderate financial loss/damage, significant service disruption, significant reputational damage
<b>Unlikely</b>	2	Do not expect it to happen but could		<b>Major</b>	4	Major injury (RIDDOR reportable), significant loss/damage, major service disruption, major reputational damage
<b>Rare</b>	1	Very unlikely to happen		<b>Catastrophic</b>	5	Fatality likely, severe financial loss/damage incurred, extended major service disruption, extended major reputational damage

Equals the Severity					
Consequence \ Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
<b>5 - Almost Certain</b>	(5) Low	(10) Medium	(15) High	(20) High	(25) High
<b>4 - Likely</b>	(4) Low	(8) Medium	(12) High	(16) High	(20) High
<b>3 - Possible</b>	(3) Low	(6) Low	(9) Medium	(12) High	(15) High
<b>2 - Unlikely</b>	(2) Low	(4) Low	(6) Low	(8) Medium	(10) Medium
<b>1 - Rare</b>	(1) Low	(2) Low	(3) Low	(4) Low	(5) Low

<b>High</b>	Immediate risk of major or fatal injury; significant damage to infrastructure or environment; or major service disruption
<b>Medium</b>	Risk has the potential to cause serious personal injury; damage to infrastructure or environment; or significant service disruption.
<b>Low</b>	Low risk of injury, damage or service disruption. Existing controls should be sufficient. Ensure controls are adhered to and activity does not alter.



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### PART A – ASSESSMENT OF RISK

Risk Ref	Detail	Hazard	Consequence	Existing Control Measures	Risk Rating S = L x C			Additional Control Measures Required (Add details in Part B)	Risk Rating S = L x C		
					L	C	S		L	C	S
001	Electrical	Fault with hall wiring	Electrical fire	Hall electric circuits are tested every five years in line with electrical safety guidelines. Any arising issues are immediately dealt with.	1	4	4				
002	Electrical	Light fittings get hot through prolonged use	Electrical fire and fire from heat radiation	All lighting is now low energy LED with minimal heat generation.	1	4	4				
003	Fire Discovery	Outbreak of fire goes unnoticed	Fire is too intense by time of discovery to safely evacuate	Multiple linked fire detection system fitted throughout the hall. Battery backed up so will continue to work in the event of power failure.	1	5	5				
004	Evacuation	Unclear where to exit in the event of a fire or fire alarm	Persons trapped in the building and/or panic	All fire exits are marked with permanently lit signage which is also battery backed up to continue to work in the event of power failure. Appropriate signage annually inspected by licenced fire inspector	1	5	5				
005	Evacuation	Fire exits blocked	Persons trapped in the building and/or panic	Function of fire exits regularly checked. All hirers made aware that fire exits must always be kept free of obstruction.	1	5	5				
006	Evacuation	Building exits not clear in the event of power failure	Persons trapped in the building and/or panic	Emergency lights in key areas including main hall, annex, kitchen, above all fire doors and external above all fire doors	2	5	10	No emergency lights in undercroft or committee room	1	5	5
007	Evacuation	Not clear where to go once exited from building	Unable to determine everyone is out or risk of people hindering evacuation/fire service	Fire assembly points in garden and rear of main carpark. Terms of hire state their location	2	4	8	Map to be provided at main entrance and fire exits	1	4	4



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Risk Ref	Detail	Hazard	Consequence	Existing Control Measures	Risk Rating S = L x C			Additional Control Measures Required (Add details in Part B)	Risk Rating S = L x C		
					L	C	S		L	C	S
008	Evacuation	Wheelchair users or persons of reduced mobility are unable to evacuate unaided	Persons trapped in the building and/or panic	Level access is available through main entrance. The only exit with a flight of steps is from the stage which is inaccessible to wheelchairs or those with reduced mobility.	2	5	10	The annex fire exit has a single step down onto the patio and may prove challenging to wheelchair users. Options to be explored which does not in turn create a trip hazard on the patio	1	5	5
009	Evacuation	Means of escape overwhelmed by people trying to escape	Persons trapped in the building and/or panic	The hall means of escape is specified around a maximum of no more than 100 attendees plus a maximum of 20 staff/organisers to any one event. The terms of hire clearly state this, the hall is advertised as a maximum of 100 attendees.	2	4	8				
010	Kitchen	Cooking related fire	Fire in cooker area	Fire blanket located in easily accessible location	1	5	5				
011	Kitchen	Cooking related fire ignited by external source	Fire in cooking area	No gas supplied to the hall and therefore no naked flames in the kitchen. Reduced risk of ignition.	1	5	5				
012	Source of fuel	Stored material in the hall	A small insignificant fire or source of heat could rapidly accelerate into a significant fire	No material of significance stored in the main hall other than chairs which are of fire-retardant material. Only regular hall users are permitted to store items in the hall and these all have designated storage rooms. No hazardous material is permitted. No gas storage bottles are permitted.	2	4	8				



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Risk Ref	Detail	Hazard	Consequence	Existing Control Measures	Risk Rating S = L x C			Additional Control Measures Required (Add details in Part B)	Risk Rating S = L x C		
					L	C	S		L	C	S
013	Source of fuel	Flammable material adjacent to hall.	Arson attack results in main hall catching fire	No stored material is kept near the hall. All rubbish is removed from site by hall users. There are no rubbish bins/large mobile bins kept on site. The hall is regularly inspected, and issues reported in a timely manner	1	5	5				
014	Fire extinguishing	Wrong type of fire extinguisher provided.	Fire either not extinguished or fire made worse.	Fire extinguishers annually inspected and service by licenced inspector	1	4	4				
015	Fire extinguishing	Fire extinguisher does not work when used	Fire not extinguished. Minor controllable situation becomes uncontrollable	Fire extinguishers annually inspected and service by licenced inspector	1	4	4				



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### PART B – ADDITIONAL CONTROL MEASURES REQUIRED

Risk Ref	Control measures Required	Comments / Date for Implementation (where applicable)
006	Emergency standby lighting to be installed in the undercroft and committee room.	Within 12 months.
007	Map of evacuation route and assembly points to be produced and installed in foyer adjacent to fire exits	Within 3 months.
008	Options for a more wheelchair friendly exit from annex to patio to be explored	Within 6 months.



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### SUMMARY and AUTHORISATION

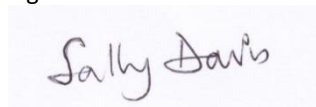
This risk assessment has been carried out in accordance with the requirements of the current Management of Health & Safety at Work Regulations.

**NOTE:** This risk assessment should be taken in conjunction with any safe system of work, procedure or method statement for the task being carried out

#### Summary of issues relevant to this assessment:

No significant fire risks identified. Small areas for improvement which will be addressed within the timescales stated.

This risk assessment is valid until there is a significant change to procedures affecting this assessment.

I confirm I was not part of the risk assessment team. I have reviewed this risk assessment and as the legal representative of Farmborough Memorial Hall I accept the recommendations above on behalf of the management committee	Name: Sally Davis	Sign and date:   25 <sup>th</sup> April 2023  (not the same as any on page 1)
	Position: Farmborough Memorial Hall Management Committee Chairman	