



**Fire Risk Assessment for The Robinson Institute
July 2022**

This fire risk assessment has been carried out in accordance with recommendations contained in the document "Fire Safety Risk Assessment small and medium places of assembly" HM Gov.

Premises:

The village hall was built in 1913 it underwent major refurbishment in 2002. The refurbishment incorporated design, materials, and fire detection and alarm equipment compliant with regulations at that time.

Fire Hazards:

Sources of ignition:

Throughout the building a no smoking policy is enforced. The only fixed source of naked flames outside of the boiler room, is the gas cooker in the kitchen area (see floor plan). The central heating system is served by an installed oil fired boiler located in a dedicated boiler room accessible from the outside of the building. Fuel for the boiler system is stored outside the building.

Electrical usage in the building is partly offset by 16 photovoltaic panels on the roof.

Additional heat sources identified are an electric kettle and plumbed in water heater in the kitchen and an immersion heater and tank. A formal FIT inspection with correction of identified faults, labelling of all distribution boards and installation of fire rated ceiling light fittings in the main hall was completed in 2015.

PAT testing on portable equipment is carried out. Portable electrical equipment is reviewed according to risk in compliance with the recommendations outlined in HSE document "Maintaining Portable Electrical Equipment" 2013

Combustible materials:

With an active dramatic society using the village hall, storage of costumes and scenery accounts for the majority of combustible materials. The costume store, which includes some scenery and props is contained outside the main hall in a shed, there is no public access and no separate heat sources in this shed.

The chairs throughout the building contain materials treated with fire retardants.

There are LPG cylinders stored outside the premises for the gas cooker.

Sources of oxygen:

The hall depends upon natural ventilation.
No additional oxidizing chemicals are stored.

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People at Risk:

Vulnerable individuals:

Young children are never left unsupervised by a responsible adult. The building is single story with wheelchair access to escape routes from the hall.

Frail, elderly hall users would always be accompanied by able bodied individuals able to provide assistance in the event that evacuation became necessary.

Protect from risk:

Detection and warning:

The hall is protected by a fire detection and alarm system, activated by heat and smoke detectors in all main corridors and the main dramatic society props and costume store with a main control panel at the main entrance and exit which indicates the zone in which activation occurred.

In the event of an interruption to the main power supply to the building emergency lights exit lighting are activated The fire detection and alarm system, and emergency lighting are tested monthly by the hall manager. and are subject to annual inspection by the installer.

Fire fighting equipment:

Fire extinguishers are distributed throughout the building with signs at all fire exits indicating the location of fire extinguishers relative to the exits. All fire extinguishers are subject to annual inspection by the installers.

Escape routes:

The hall is served by at least two routes for escape in the event of a fire and the hall has a dedicated fire exit opened by push bars in addition to the main entrance to the hall which is unlocked during periods of occupation. All escape routes are maintained clear of obstructions and subject to regular inspection and the external fire door opening mechanisms are checked on a weekly basis. Signs giving instructions for evacuation in the event of a fire are displayed throughout the hall.

Lighting:

Battery driven 3 hr rated ceiling and bulkhead lighting activated by the fire detection and alarm system exists throughout the building and facilitates evacuation with battery driven 3 hr rated illuminated signage conforming to BS standards indicating the route to the exits to a place of safety

Signs and notices:

Evacuation instructions are posted in all meeting rooms and signs indicating the location of fire extinguishers are distributed throughout the building.

Maintenance:

Fire extinguishers and the fire detection and alarm system are reviewed under annual maintenance contracts with the installers



Records and training:

Records of regular fire checks are maintained by the hall manager

Apart from relevant signs throughout the building, information relating to the fire detection and alarm system, location of electrical isolation boards and evacuation procedures are placed on the main users notice board and are provided to hirers. All regular user groups and hirers of the hall are asked to familiarize themselves with these instructions as a condition of hiring.

Review:

This risk assessment shall be reviewed annually and the reviewer and logged on the review section at the end of this document

Documents consulted in the preparation of the assessment.

Fire Safety Risk Assessment small and medium places of assembly

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14888/fsra-small-medium-assembly.pdf

FIA Best Practice guide

<http://www.fia.uk.com/resourceLibrary/fia-best-practice-guide.html>

North Yorkshire Fire and Rescue:

Fire Safety Staff/Public Guidance Note-Regulatory Reform(Fire Safety)Order 2005 – Completing a Premises Risk Assessment.

HSE document “Maintaining Portable Electrical Equipment” 2015

www.hse.gov.uk/pubns/priced/hsg107.pdf

Risk assessment completed by:

Chris Garbutt

9/7/22

Review History

Review By	Date	Actions Required
	Due: July 2023	
	Due: July 2024	
	Due: July 2025	
	Due: July 2026	
	Due: July 2027	
	Due: July 2028	
	Due: July 2029	
	Due: July 2030	