Anglia Fire Assessments

Fire Risk Assessment Report

Woodbastwick Village Hall
Woodbastwick

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment Report

Premises:

Woodbastwick Village Hall
Slad Lane
Woodbastwick,
Norwich
NR13 6HH

Instructed by:

Woodbastwick Village Hall
Trustees

Date of Assessment:

March 24th,2025

Fire Safety Audit Undertaken by:

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Index

This is your Fire Risk Assessment

It is a legal document and is to be available for inspection by an officer from the enforcing authority.

The satisfactory completion of all items contained in this report will ensure:

An acceptable level of safety for all relevant persons from fire.
The building complies with current fire safety legislation.
Suitable fire safety management procedures are in place.

Review of this Risk Assessment

It is a statutory requirement for the Responsible Person/Duty Holder to ensure that this risk assessment is reviewed regularly to keep it up to date.

Particularly if: There is reason to suspect it is no longer valid.

The fire risk assessment and fire safety measures (including procedures) must be reviewed on a regular basis. Normal guidance suggests that this should be annually unless there is another trigger which may require a review to be undertaken sooner.

Reasons that may cause a review to take place sooner are:

Incidents, such as a fire or even a near miss
Incidents by third parties
Changes are proposed or made to a workplace process/activities/substances and materials.
Physical/structural changes to the workplace
Changes in number or type of relevant persons (young persons, those with disabilities) in the workplace

If an amendment to legislation or new legislation is made, the fire risk assessment may need to be reviewed to ensure compliance.

Scope of Assessment and Methodology

This document has been prepared in consequence of a Fire Risk Assessment carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005. Information for the completion of this assessment has been obtained by physical inspection of the building and/or examination of documentary evidence.

Introduction
The purpose of this document is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to improve the fire safety measures. Secondary benefits for mitigating damage to property by fire are also included, but no guarantee can be given that a fire will not occur.

This report is based upon subjective observations noted at the time of the audit and is measured against both good practice and recommended guidance.

Disclaimer

Omission of any statement does not necessarily mean that those standards were satisfactory during this time but that observations may not have been made, or information and/or access provided.
The Responsible Person should read this report and sign it as indicated below.

We have assumed that information and documentation supplied to us by or on behalf of the employer or other responsible person who has a bearing on this fire risk assessment is current, true, accurate and not misleading. No liability whatsoever is accepted for the accuracy of any such information.

Not all fire safety related points noted might be recorded, often only examples are given to highlight types of risk.

Anglia Fire Assessments has no control over the premises audited, no control over business compliance with any procedures that we recommend and no control over staffing levels or any other factor that might affect the efficiency of any fire safety management system.

The responsibility for the fire safety of the premise's rests with the owner of the premises or building.
The report constitutes neither a warranty of future results by Anglia Fire Assessments nor an assurance against the risk.
We have not looked in roof spaces or hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.

We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s), and refurbishment(s)

Unless otherwise stated we have assumed that the premises (I) all fire safety equipment, including fire doors and fire resisting partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case maybe) by persons competent to do so and in accordance with all applicable standards.

We have not considered the risk posed by electrostatic discharge (i.e., lightning) on the structure or transient over voltage surge except where there was an obvious physical damage to structures or a life hazard.

This report is intended for your sole use and consequently no responsibility whatsoever is undertaken or accepted to any third party for the whole of this report or any part of its contents.

If you have any queries regarding any part of this document, contact the author in writing within 14 days of the date of the report or it will be deemed that you understand and accept all aspects of it.

Explanatory Notes

(This is not part of the Regulations) The regulations impose several specific duties in relation to the fire safety measures to be taken.
Failure to comply with a requirement or prohibition contained within the regulations which puts a relevant person at risk of death or serious injury in the event of fire is an offence.
A 'Responsible Person/Duty Holder' must take all reasonable precautions and exercise all due diligence to avoid the commission of the offence. The 'Responsible Person/Duty Holder' has a general duty to ensure so far as is reasonably practicable the safety of employees, a general duty in relation to non- employees to take such fire safety measures as is reasonable to take, to ensure the safety of persons lawfully on the premises and in the vicinity in respect of harm caused by fire. This Fire Risk Assessment was 'suitable and sufficient' at the time of the inspection. It is the duty of the responsible person/duty holder to ensure that all deficiencies are actioned as identified within the report. It is a requirement that this Fire Risk Assessment is reviewed on a regular basis.

Assessment Result

This document contains a Fire Safety Assessment report, which covers a number of established headings. Information on potential control measures may be included even when standards are acceptable to act as a reference guide and to assist in the understanding of the reasoning behind the comments made.

The assessed risk of a fire occurring and the subsequent effect on relevant persons found at the time of audit has been summarised using a matrix.

There are two sections in the matrix:

The chance of a fire starting **(Probability of Ignition)** is classed as:

Low

Medium

High

The risk that it poses to relevant persons **(Potential consequences for life safety)** is classed as:

Slight Harm

Moderate Harm

Extreme Harm

Depending on where the **Probability of Ignition** and **potential consequences lines** meet will indicate the subjective assessment of the audit.

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Probability of ignition	**Potential consequences for life safety**		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	**Tolerable Risk**	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Considering the fire prevention measures observed at the time of the fire safety audit, it is my considered opinion that the hazard from fire (probability of ignition) within these premises is:

Medium

Considering the nature of the premises, the occupants, as well as the fire protection and procedural arrangements observed during the fire safety audit; it is my considered opinion that the consequences for life safety in the event of fire would be:

Slight Harm

Accordingly, the overall risk assessment to life within the premises is deemed to be a:

Tolerable Risk

Signature of Responsible Person…….

Phillip Leeder MIFireE*
Anglia Fire Assessments

Date……

Date: March 25th, 2025

*Member of the Institute of Fire Engineers
Membership number 00006633

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	*No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.*
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

In this context, a definition of the terms used in the matrix is as follows:

Low: Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium: *Normal fire hazards (e.g., potential ignition sources) for this type of occupancy with fire hazards generally subject to appropriate controls (other than minor shortcomings).*

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Slight Harm: *Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).*

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

NB. Before any work or alterations to the premises are undertaken, all interested legislative organisations should be consulted and informed of your intentions.
All standards quoted are subject to change and therefore should be checked before committing yourself to any alterations.

Action Plan and Significant Findings

This provides a summary of all the main requirements that need to be satisfied to comply with legislation.

Examples of items that were found to contravene the regulations are detailed in the relevant parts of this report.

This Action Plan provides management and inspecting officers from enforcing authorities with information on the main issues that were noted during the fire safety audit.

Management of Fire Safety

Management of fire safety is a crucial element within the legislation; it ensures the safety of all persons who are likely to be affected by a fire within the building.

A fire safety strategy including policies, emergency plans, maintenance, training, and records of all fire related issues must be to the required standard.

Where deficiencies are discovered the actions to be taken to satisfy legislation are detailed.

Fire Hazards and Hazardous Substances

Fire hazards and hazardous substances that are potential risks must be eliminated or reduced.

The recommended control measures which are also requirements are detailed.

General Fire Precautionary Arrangements

General fire precautionary arrangements that are required by legislation, such as fire alarms, fire suppression systems, emergency lighting, safety signs and fire containment must comply with required standards.

These items have been assessed; where noncompliance exists the recommended actions to be taken are detailed.

The Action Plan

Significant Findings		Recommended Priority	Actioned by	Date
1.	Ensure that the Emergency Plan covers all aspects of the routine and emergency procedures that are applicable to the hall. Provide bespoke fire action notices that relate to the agreed emergency procedures for the hall at the three fire points. Provide basic fire procedure instruction to all third-party hirers and volunteers that manage the hall and events.	Medium		
2.	Review the provision and location of first aid firefighting equipment within the premises as discussed in the report.	Medium		
3.	Review the method of opening all final exit doors, exit doors should be a minimum width of 750mm at their narrowest point and at least 900mm if wheelchair users are likely to use them. The main entrance hall doors should be able to be opened by horizontally applied pressure. Consider the effectiveness of the old-style push bars on the side exit doors. Ensure that all escape routes are safe to use under all conditions. Ensure that final exit doors cannot be obstructed by vehicles externally or by long drapes.	Medium		
4.	Ensure that the emergency lighting system is compliant with BS 5266. Ensure that it is tested monthly and serviced annually. Maintained emergency lights should be provided in places of public assembly. These are lights that can be illuminated when the premises are dimmed for specific types of performances.	Medium		
5.	Review Hirers Agreements to ensure that all third parties are protected and that the premises is not placed at risk by the inappropriate actions of others.	Medium		
6.	Confirm that all items of furniture are compliant with the 1988 Furniture Regulations and that drapes and curtains are inherently fire resistant.	Low		

Significant Findings		Recommended Priority	Actioned by	Date
8.	Consider the close down procedure when the hall is under the control of third parties. Ensure that all third parties are competent to manage the hall. You may consider using a member of the hall management to confirm that the hall is safe and secure on closing.	Low		
9.	Instigate a Portable Appliance testing schedule for all appropriate equipment. Ensure that any electrical equipment introduced into the hall is safe and suitable for its task. Remove old electrical equipment or cut the cables off.	Medium		
10.	Investigate what is in the detached shed to the rear of the hall. Remove any hazardous items such as cylinders etc. Make sure that there are no potential ignition sources. Remove the old petrol lawn mower that is beside the shed.	Low		
11.	Consider all other points discussed within the report.	As appropriate		

Part 1. The Responsible Person/Duty Holder

The management of fire safety rests with the 'Responsible Person/Duty Holder' as defined by the Regulatory Reform (Fire Safety) Order 2005. which states that the 'Responsible Person/Duty Holder' must make and give effect to such arrangements as are appropriate, having regard to the size of their undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring, and review of the preventative and protective measures, to ensure the premises and relevant persons are safe from fire.

The 'Responsible Persons/Duty Holder' for these premises is:

Woodbastwick Village Hall Trustees.

Persons at Risk

The persons at risk are the 'Relevant Persons' as described within the Regulatory Reform (Fire Safety) Order 2005.

The 'Relevant Persons' are any person who is or may be lawfully on the premises and persons within the immediate vicinity of the premises.

1: Average number of employees who will be in the premises at any one time is:

Variable, normally a small number of volunteers.

Third party organisations will also have employed persons.

2: Total number of persons that may be in the premises at any one time are:

The Occupancy factors were discussed on site, once the final exits **are compliant** the following exit capacities will be available.

Exit capacity is the key decider on how many occupants a premises can safely hold.

Main hall 2 x final exit double doors, front and side.

The side, double exit doors are push-bar operated in the middle of the hall, and a second set of double doors that are the main entrance doors at the end of the hall.
The entrance doors are not fitted with push bar devices but do open outwards if the securing devices are removed.

Kitchen:
One single exit (I have discounted this as an exit from the main hall due to the route passing through the kitchen and having an inward opening door. It could of course be used in an emergency.

Billiard room:
One single outward opening door. This door could be classed as an exit from the hall if there is a routine to remove the bolts at the start of an event. It should however be provided with a push bar type mechanism to be fully compliant.
The sliding door with inserted door would need to be altered so that occupants have an easy exit route from the hall into this room.

The largest exit door is always discounted from any equation, so this leaves the main hall with a double door and a single door if all doors are implemented as final exits.

Persons at Risk

If both sets of double doors and the billiard room door were fully compliant and signed as exit routes the capacity could be 300.
This is the maximum capacity, the actual numbers are based on the use of the hall, for example sitting at tables, standing or seated in rows.

You also have to understand that depending on the way that the rooms are used will dictate the number of persons allowed in them.

See occupancy factors information provided below.

USE OF ROOM	OCCUPANCY FACTOR
Area for standing	0.3m^2 per person.
Assembly hall, bingo hall, dancing venues For pop concert and like.	0.5
Bar	0.3-0.5 (Depending on seating and tables)
Dining area or restaurant	1.0-1.5 up to 2.0 (dependant on tables etc.)
Dancing (devoid of furniture)	0.5
Functions utilising seating at tables	1.3
Purposes combining dance floor area and seating at tables.	0.9
Closely seated audience (movable seating)	0.5
Public house or venue	0.5-0.9

Calculations measured in m^2 for all uses.

3: The total number of persons employed on the premises under the age of 18.

N/A.

4: Do the premises provide sleeping accommodation?

No.

5: Are there arrangements to prevent unrecorded visitors from entering the premises?

To be considered.

6: Are any of the occupants likely to have consumed an excess of alcohol?

Potentially, a bar may be provided within the premises.

7: Are casual workers or ethnic minorities who do not speak English well as a first language employed?

No.

8: Is there a possibility of mobility or sensory impaired persons being in the premises?

Yes, facilities are available for mobility impaired persons to access the premises.

Persons at Risk

9: Are there special management arrangements for the evacuation of mobility or sensory impaired occupants?

A procedure (GEEP, Generic Emergency Evacuation Plan) should be arranged and reviewed as required, dependant on the profile of any potential occupants.

The responsibility for the safe evacuation of persons from the building is that of the occupiers and it should not rely on the fire service.

10: Do large numbers of the public visit the premises at any one time?

Potentially.

11: Is there a suitable number of persons available on the premises to implement the Emergency Plan?

This should be discussed, and suitable arrangements prepared. Consider the third-party requirements.

Any Emergency Plan should ensure that there are sufficient persons available to be able to implement the plan.

12: Do any persons work in areas where there is a high risk of a fire occurring?

The domestic style kitchen is normally assumed to present the highest hazard.

13: Are there any persons within the building or vicinity which were identified during this assessment, considered to be especially at risk?

No.

Part 1. History of Fire Incidents

1: Is there a history of any recent fire related incidents in this building?

No.

Description of Building and Facilities

This small hall is based in the village of Woodbastwick. It is classed as a small place of public assembly.

The premises audited are a detached single storey building of traditional construction with a pitched asbestos roof.

There is a large shed to the rear of the hall that stores an unknown fire loading, it also has an asbestos roof.

1: Is the client the sole occupier of the building?

No, the building is used by a number of third-party groups.

2: Main use of the building:

This hall is a community asset that provides a venue for a range of different activities.

The hall can be hired by individuals, for celebration parties, birthdays, etc.

3: Are the external walls cladded?

No.

4: Have you been issued with any of the formal notices listed below by the enforcing authorities in respect to the fire safety arrangements within the premises under the Regulatory Reform (Fire Safety) Order 2005?

E.g.
Prohibition/Restriction notices
Alterations notices
Enforcement notices.

No.

5: The premises has the following services:

Electricity.

6: Heating of the premises is provided by:

The hall is heated by a range of low and high wall mounted electric heaters ensure that these heaters remain safe and effective.

Part 2. Fire Hazards (Electrical)

The Regulatory Reform (Fire Safety) Order 2005. requires the 'Responsible Person/Duty Holder' to make general fire precautions to reduce the risk of fire and the risk of fire spread on the premises.

1: The main fixed electrical installation been periodically inspected and tested as per current guidelines?

The installation is in date until next year.

Is the location of the main electrical switchgear known and identified?

The main electrical switchgear is located at high level in the kitchen.

Identification of hazards and their subsequent removal or effective control is an integral part of a good fire management system.

All equipment, particularly any that is identified as a potential source of ignition or inception risk should be regularly maintained by suitably qualified staff or by competent subcontractors and maintenance records should be available for inspection by your insurer or enforcing authority.

2: Is the building installed with a photovoltaic system (solar panels)?

No.

3: Is portable electrical equipment subject to a system of routine testing (PAT Testing)?

Yes, confirm that all items are actually tested.
Create a register of all portable appliances that is maintained within the premises.

Any electrical equipment that is introduced into the building by third parties should be checked to ensure that it is safe to use.

4: Are all electrical fittings in a good state of repair and free from any obvious signs of damage?

None noted.

5: Are there any obvious examples of electrical equipment not being provided with suitable ventilation?

None noted.

6: Are electrical cables and sockets (one plug one socket rule) in a good condition without signs of visible defects?

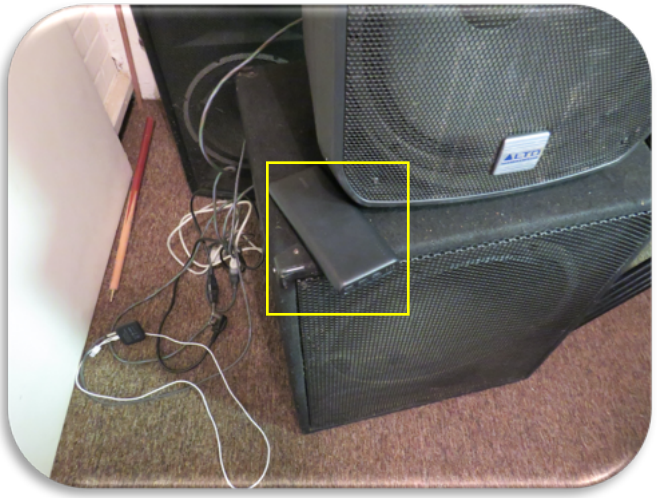
General advice

The power supplies to any appliances/equipment should be reviewed, consider fixing any electrical adaptors to a solid surface and shortening the power cables/routing them so that they cannot be damaged by persons or furniture.
Block adaptors should not be used as they have the potential to cause arcing.
Do not overload any cables by plugging in too many appliances.
Check all fuses are to the correct rating for the appliance they serve.

7: Are there any other electrical deficiencies or issues that require identifying?

Remove old or redundant electrical equipment.

A small power pack containing a Lithium battery was noted in the billiard room connected to what appears to be sound equipment.
This apparently simple device could be the cause of a fire if it is defective, or the wiring attached becomes damaged.
Your safety audits should be looking for this type of breach in the fire safety protocols by third parties.



Part 2. Fire Hazards (Process)

(Hazards introduced by Contractors and Building Works)

1: Have fire safety procedures been explained and imposed on both external contractors and in-house maintenance staff?

All contractors that undertake works within the hall should be asked for details to confirm that they work within the accredited bodies safe guidelines that oversee their profession and that they have safe systems of work.

This should be included in your Emergency Plan.

A robust procedure should be implemented and practiced covering the risk that contractors can present to the premises business continuity, appropriate control measures should be implemented and monitored when works are undertaken.

All contractors should be briefed and informed of the fire routine for the premises and the extent of the works that they are going to undertake confirmed. They should be monitored on a regular basis when on site.

Once contractors have completed their task each day it is prudent to check their work area to ensure that the fire safety of your building has not been compromised in any way because of their work activities.

Ensure that any works that are undertaken within the premises are properly managed to ensure that the occupants are not placed at risk from the inappropriate practices of the contractors or inhouse staff.

Please remember that *"Contractors Burn Down Buildings'!*

Part 2. Fire Hazards (Process)

2: Is there satisfactory control over works (including use of hot work permits where appropriate) by external contractors and in-house maintenance personnel?

As above.

3: At the time of this inspection, were there naked flames in use on site?

No.

4: Is there any electro/mechanical machinery on site?

No.

5: Is electro/mechanical machinery subject to scheduled maintenance?

N/A.

6: Are extraction systems cleaned on a regular basis?

N/A.

7: Are there procedures in place for the safe shutdown/isolation of equipment during evacuation?

May be considered as part of the Emergency Plan.

Part 2. Fire Hazards (Housekeeping and Security)

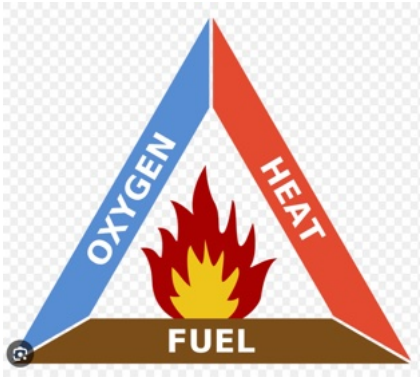
1: Are combustible materials separated from potential ignition sources?

No, please review the location of combustible items in relation to any potential ignition sources.

Manage the housekeeping within the store to ensure that all storage of equipment or other combustible materials is sensible and will not compromise the safety of the hall.
Consider the location of the carpet bowls mats. Ensure that they are not close to any potential ignition source.

Storage areas are always a potential fire risk.

Always ensure that persons consider the principles of the 'fire triangle' when undertaking work within the building to prevent these types of issues occurring. Don't allow all three sides of the triangle to come together without exercising control.



Part 2. Fire Hazards (Process)

2: Do the arrangements for the storage of waste materials present a risk to the building?

A small waste bin is located outside the hall.

3: Are suitable arrangements in place to minimise the risk of arson/wilful fire raising?

Yes, considering the locality.

4: Is the smoking area well managed with suitable/separate receptacles for discarded smoking materials and other combustible materials?

Smoking would take place outside. It is always safer to manage smokers by providing a designated smoking area/shelter with suitable receptacles for their discarded materials.
Ensure that any receptacles provided are emptied on a regular basis.

5: Is there any evidence of smoking in inappropriate locations?

No.

6: Are there any specific areas that contain a high fuel loading?

Any storage area will contain a higher fuel loading, good housekeeping is critical so that any potential issues can be noted easily.
Combustible materials should ideally be secured away from the public.

7: Are all textile materials inherently fire retardant or subsequently treated?

Long drapes and curtains are provided, should be confirmed as being inherently fire resistant.

8: At the time of this inspection, were any issues noted with the quality of furniture or furnishings in the areas audited?

No.

9: Do the security arrangements against the entry of unauthorised persons onto the site and/or into the building appear to be reasonable?

The risk is low, but consideration should be given to proportionate precautions. An intruder alarm has been provided but is not deemed to be very effective.

10: Are there combustible materials/structures in close proximity to the building which may present a risk to the premises?

No.

11: Is the site well illuminated?

Ensure that all areas are illuminated by both normal and emergency lighting.

Part 2. Fire Hazards (Sources of Fuel and Oxygen)

The Regulatory Reform (Fire Safety) Order 2005. requires the 'Responsible Person/Duty Holder to safeguard the safety of relevant persons arising from an incident relating to dangerous substances in or on the premises.

1: Are dangerous substances used or stored within the premises? (I.e., substantial quantities of compressed or flammable gases, flammable liquids, or other hazardous materials).

No.

If a gas cooking appliance is introduced onto the site, ensure that the gas system is safe to use in the vicinity of the public.

2: If hazardous materials are present' are they stored safely and within current guidelines?

As above. Also check the contents of the detached shed.

3: Are gas systems subject to regular inspection and testing?

N/A.

4: Has the premises been provided with commercial cooking facilities?

No, minor domestic catering facilities have been provided in the kitchen.

5: Have remote shut offs been provided in safe locations?

Relevant persons should be briefed as to the location and method of operation of the electrical isolating switch for the building.

Part 3. Fire Detection and Warning

1: Is there an automatic fire detection and warning system that is suitable for the risk?

No.

Due to the size and design of the building, it has been accepted that only a verbal method of raising an alarm of fire is required.
This should be kept under review depending on any development of the hall and its use.
The next step up would be the installation of self-contained battery powered fire alarms as shown in the illustration.
It is recommended that smoke detection is provided in areas such as storerooms and the billiard room that are not frequented often to alert persons in the main hall of an impending fire.
This could be in the form of mains operated domestic smoke alarms in the first instance.

2: Is there a manually operated electrical fire alarm system?

No.

3: Is the alarm signal transmitted to an external call receiving centre or key holder?

N/A.

4: Are visual alarm devices required but not installed?

N/A.

4: If electromagnetic door locks are installed, are they connected to the fire alarm system and open on its activation or power outage to the building?

N/A.

5: Is the fire alarm tested weekly by the operation of a call point in rotation?

N/A.

Part 3. Emergency Lighting

1: Is there a reasonable standard of internal emergency lighting provided and is it suitable for the occupancy of the building?

To be confirmed.

Ensure that the emergency lighting system is compliant with BS 5266-1:2016 Emergency lighting. Code of practice for the emergency lighting of premises.

If any part of the premises is used for functions where the lighting is dimmed, you should ensure that Maintained lighting is provided and is fully functional before the start of the event.

This will ensure that the exit signage is clearly seen under all ambient light conditions.

2: Is there a reasonable standard of external emergency lighting or is borrowed lighting available and suitable?

Looks reasonable.

Part 3. Emergency Lighting

3: From a visible inspection does it appear that the installed emergency lighting conforms to BS 5266?

To be confirmed.

4: Do all installed emergency lighting units appear functional and free from damage and defects?

Unable to confirm, this has to be done through routine testing and inspection.

5: Is the emergency lighting system subject to routine testing and maintenance?

The emergency lights should be tested monthly and serviced annually.

6: Are there any additional comments regarding emergency lighting?

All internal and external escape routes and circulation areas should be illuminated by both normal and emergency lights which should be checked on a scheduled basis.

Changes of level such as steps are of particular importance.

It is not a good idea to place exit signage over the luminaires, this greatly reduces the efficiency of the lights, place the exit signage below the light.

The exit sign that has been attached to the external side entrance emergency light should be removed as it is of no use!

Part 3. Fire Signs and Notices

1: Are emergency routes adequately indicated by directional exit signs?

Provide fire exit signs above any designated final exit from the premises.

2: Are emergency final exits adequately indicated by appropriate signs?

All final exit doors should be provided with signs informing persons on how to open the door, for example 'Turn to Open' or "Push to open".

3: Are emergency exits adequately indicated on the external side with Fire Exit Keep Clear signs?

Any final exit door that opens onto the carpark and is likely to be obstructed by an inconsiderate driver should be provided with a 'Fire Exit Keep Clear' sign.

4: Are all fire doors including storage cupboards clearly indicated with appropriate signs?

Cupboard and storeroom doors should be provided with 'Keep Locked Shut' signs.

5: Are suitable Fire Action Notices clearly displayed at appropriate positions?

No, bespoke simple signs that are easy to read by all persons should be provided at each fire point. See right for an example.

6: Are Lift Fire Action Notices clearly displayed adjacent to lifts on all floors?

Non-applicable.

7: Are appropriate hazardous signs posted?

N/A.

Fire Fighting Equipment

The Regulatory Reform (Fire Safety) Order 2005. requires that appropriate firefighting equipment is provided, is easily accessible, simple to use and indicated by appropriate signs as per B.S.5306-8 2017.

Fire Extinguishers

1: Are the correct types and numbers of extinguisher/Fire Blankets in place to deal with the most likely source of ignition, including equipment that deals with multi fuel fires (that may involve electrical equipment)?

No.

It is recommended that the provision of extinguishers within the hall is reviewed.

It is recommended that you should create a series of Fire Points at suitable locations. These locations would normally be at final exits, and near to but not too close to specific risk areas.

In the kitchen you may consider a 2L Water Mist extinguisher and a fire blanket to be provided near to the kitchen door. The fire blanket should not be above the cooker.
Water Mist extinguishers are suitable for use on all types of fire as found in this low-risk environment.
It was noted that a 6Kg Dry Powder extinguisher has been provided within the kitchen. This is rather an over kill for the hazard within the hall.

The disadvantages of powder extinguishers are that they are messy and can contaminate over a wide area.
They will reduce visibility when discharged in enclosed areas, which could jeopardise rescue and escape.
Persons may suffer breathing problems if exposed to the powder in an enclosed area.
Powders can also be corrosive.
Dry Powder extinguishers have not generally been recommended for use inside buildings for many years without a specific reason.
I recommend that this extinguisher is removed from the kitchen and replaced with the Water Mist for general use and a 2Kg Carbon Dioxide extinguisher to cover any electrical hazard.

The CO2 extinguisher should be paired up with the Foam extinguisher to create a fire point near to the side exit door.

All extinguishers should be provided with ID signs and be located in clearly visible locations.

2: Are all extinguishers fixed to the wall at a suitable height (Handle 1m from the floor) or on appropriate extinguisher stands and are correctly sited?

Yes, the handle of any heavy (4Kg+) extinguisher is recommended to be no more than 1m from the ground to reduce the risk of manual handling issues. A 6L extinguisher weighs 10Kg.

Lighter CO^2 extinguishers should have their handle approximately 1.5m from the floor.

3: Are extinguishers accessible and free from obstruction?

Yes.

Fire Fighting Equipment

The principle of using fire extinguishers is that in the event of an early-stage fire:

1.Persons retreat to a safe location (the exit of the room or floor).

2.Raise the alarm, consider the public safety.

3.Assess the situation, and then decide whether to fight the fire or flee,

4.If they decide to fight the fire they must maintain a safe escape route at all times and keep as far back as possible.

5.If they decide not to fight the fire, they should evacuate closing doors behind them.

Therefore, any extinguisher must be always readily accessible which generally means near to the exit.
Persons should not have to re-enter the room to reach the equipment.

4: Has the firefighting equipment been serviced within the past 12 months?

Yes.

5: Are there any additional comments regarding Fire Fighting Equipment?

Untrained persons are not expected to use this type of equipment, they are recommended primarily for use by trained persons to deal with an early-stage fire following standard safety protocols.

I have concerns regarding the skill set of any provider supplying Dry Powder in this type of low-risk situation and posting an exit sign on the external light as mentioned.

Part 4. Measures to Limit Fire Spread and Development

1: Is the building sub divided into fire resisting compartments?

The premises have limited fire compartmentation due to the design, and use of the building.
See right.

2: From a visual inspection does the passive fire protection including walls, glazing and ceilings enclosing escape staircases and protected routes appear to be of the correct fire resistance?

There is no real fire compartmentation within the building, the side rooms are not separated by fire resistant construction to any degree due to the age of the building.

3: Do the fire doors meet current FD30S/FD60S standard?

No fire doors are installed, they are not actually required where there are alternative means of escape, they do however protect the hall from unnecessary smoke or fire damage if fitted.

All cupboard doors should also be to a good standard, be locked shut when not in use, and signed accordingly, “Keep Locked Shut”.

It is recommended that all doors are closed at night and if the premises is partially unoccupied.
Any hatch that provides access to a roof space as above the storeroom or other void such as above the entrance doors should also be ideally to 30-minute fire resistance or as robust as practical and be secured closed.

Kitchens are normally recommended to be enclosed by 30 minute fire resistant construction, the kitchen contains low risk catering equipment and is at one end of the hall so it is not of a major concern.
If you would like to improve the fire protection afforded to the kitchen you may consider replacing the existing door with a more robust door that is provided with an effective self-closing device that closes the door onto the latch.
The photograph on the right shows the low risk kitchen from the hall end.

4: Are any fire resisting walls, ceilings or floors obviously compromised by pipes, cables, or other services?

None noted.

5: Are there any cavities or vertical voids that may allow the spread of smoke or heat to bypass low level fire compartmentation?

There are small voids at upper levels. Inspect them for any fire safety issues.

6: From a visual inspection are the surfaces of walls and ceilings forming means of escape lined with suitable materials to prevent rapid fire spread?

Yes.

Part 4. Measures to Limit Fire Spread and Development

7: Have fire rated dampers been installed in ductwork, ventilation grills etc. where they pass through compartment walls, floors, or ceilings?

N/A.

8: Are there any automatic ventilation systems installed that may allow the spread of smoke and heat through a lack of fire dampers or by not shutting down in the event of a fire?

None noted.

9: Is the roof space undivided and or used for storage?

Check any roof voids for potential damage by vermin, consider the condition of the electrical wiring and what is stored within the spaces.

10: Are there any aspects of the external face of the building that could cause fire spread?

No.

Part 5. Means of Escape

The Regulatory Reform (Fire Safety) Order 2005. requires that suitable and adequate emergency routes and exits are provided, kept clear, maintained, indicated by signs, and provided with adequate emergency lighting to ensure relevant persons can evacuate the premises as quickly and safely as possible.

You should ensure that the escape routes are:

• Suitable.

• Easily, safely, and immediately usable at all times.

• Adequate for the number of people likely to use them.

• Generally usable without passing through doors requiring a key or code to unlock.

• Free from any obstructions, slip or trip hazards.

• Well-lit by normal and/or emergency escape lighting; and

• Available for access by the emergency services.

1: Are the premises provided with reasonable means of escape in case of fire?

Yes.

2: Do all emergency routes and exits lead to a place of ultimate safety?

Yes, all final exits discharge to unenclosed areas.

3: Are the distances for occupants to travel to a place of safety in an emergency for high, normal, and low risk areas in line with the prescribed distances?

Yes.

4: Are there suitable fire precautions for inner room situations?

Yes.

5: Do all final doors have approved emergency fastenings?

No.

All final exit doors should be provided with mechanisms that can be easily opened without a key or code.
In places of public assembly, doors should be able to be opened by horizontally applied pressure, this means push bars.

The internal and external double main entrance doors are not provided with such mechanisms. See right. As an interim measure consider how many occupants you allow in the hall and if you had a high capacity the front doors would need to be managed by a volunteer who could open them quickly in the event of an evacuation being required.

Part 5. Means of Escape

The final exit door that leads from the billiard room also does not have a push bar mechanism.

All final exit doors should be available when third parties are using the building.

The minimum width for a fire exit is 750mm, if it is likely to be used by a wheelchair user it should be at least 900mm.
Please consider the size of electric wheelchairs and you will realise that the wider an exit route can be the better.

Do electrically operated doors/gates open on activation of the fire alarm or on a power failure?

N/A.

6: Are there sufficient emergency exits from the building?

Yes, if all recommendations are carried out to enhance the various doors.

7: Are emergency fire exit doors available at all material times?

To be confirmed, and a procedure introduced to ensure that the exit doors are always available as appropriate.

8: Do all designated emergency exit doors open in the direction of escape?

Yes.

9: Are all escape routes free from obstructions and slip and trip hazards?

Yes. Ensure that they are safe to use during inclement weather and that there are no slip and trip hazards.

10: Are all steps/platform areas around emergency exit doors in a good state of repair?

To be inspected.

11: Are escape routes (internal and external) adequately illuminated by both normal and emergency lighting?

Confirm that all escape routes both internal and external are illuminated by both normal and emergency lighting.

Part 5. Means of Escape

12: Are the internal and external escape routes primarily protected by fire resistant construction?

Not required due to the design of the property.

The provision of automatic fire detection will complement the structural protection by giving early warning of an impending incident.

13: Are refuges/ temporary waiting space for persons with a mobility impairment provided?

Non-applicable.

14: Have a suitable number of persons been trained to assist persons that require help from the building?

Introduce as appropriate. It should be noted that any evacuation strategy should not require the assistance of the fire service.

Part 6. Fire Safety Policy and Emergency Plan

This section details deficiencies in the effective planning, organisation, control, and monitoring of the preventative and protective measures that are required to ensure the premises and relevant persons are safe from fire.

1: Has a suitable Fire Safety Policy/ Emergency Plan been produced?

The emergency plan is being reviewed to ensure that it accurately reflects the routine management of fire safety within the premises and that of the emergency procedures as applicable.

Emergency Fire Action Plan

An emergency fire action plan sets out the action that staff and other people in the premises should take in the event of a fire. It is a management responsibility to have in place an emergency fire action plan specific to the premises and to have in place arrangements to implement the plan.

Issues to consider.

Emergency Fire Action Plan Checklist

How people will be warned if there is a fire.

What occupants should do if they discover a fire.

What occupants should do in the event of a fire or the fire alarm actuating.

The arrangements for calling the Fire and Rescue Service.

Arrangements for fighting any small fire by occupants.

Any processes or power that need to be isolated if safe to do so.

The procedure to be followed to evacuate the premises considering the personal evacuation needs of individual occupants.

Procedures for meeting the Fire and Rescue Service and passing on details of the incident, whether all persons are accounted for and the presence of any special dangers.
If persons are not accounted for or if the situation is getting obviously worse the fire service should be informed immediately via the 999 system, do not wait until they arrive.

Where occupants should assemble or be taken after they have left the premises and procedures for checking whether the premises have been evacuated.

It should be confirmed that third parties are competent to manage the hall.

Produce plans for display showing the various layouts for the functions that they can have, to ensure that the exit routes are maintained clear.

Procedures for Serious and Imminent Danger

The Regulatory Reform (Fire Safety) Order 2005 Safety requires the 'Responsible Person/Duty Holder' to establish and give effect to appropriate safety drills in the event of serious and imminent danger to relevant persons and to nominate sufficient numbers of competent person to implement those procedures.

1: Are fire evacuation and safety drills conducted on a regular basis?

To be arranged as appropriate.

As a minimum all persons should be briefed in the procedures applicable to their role during both routine and emergency duties.

Appropriate persons within the premises should receive instruction as appropriate for the risk and the arrangements within the Emergency Plan.

To this end all third-party hirers and contractors should be instructed in the emergency procedures and the protocols to be followed to prevent a fire starting in the first instance.

2: Are safe Assembly points established and indicated if appropriate?

Any fire assembly point should be flexible to allow for any contingency.

3: Are suitable arrangements in place for summoning the emergency services?

Yes, when the building is occupied.

4: Are suitable arrangements in place to provide visitors/ contractors from outside undertakings with clear fire safety information?

Provide suitable and succinct Fire Action Notices at all fire points as discussed.

5: Are regular fire safety checks being carried out and recorded?

Routine checks of fire safety critical equipment should be undertaken on a scheduled basis.

Maintenance of Equipment and Records

The Regulatory Reform (Fire Safety) Order 2005 requires the 'Responsible Person/Duty Holder' to ensure that the premises and any facilities, equipment and devices provided to safeguard the safety of relevant persons are subject to a suitable system.

Are appropriate records kept for the testing and maintenance of the fire detection and alarm system, emergency lighting and firefighting equipment?

1: Is all fire related equipment subject to a system of routine maintenance/ testing and recorded in the Fire Safety Logbook?

Initiate/confirm a recording procedure.

2: Are records being maintained of all fire safety training?

Record any instructions given to all appropriate persons.

3: Are records being maintained of staff fire instruction?

Arrange instruction for employees.
is there a Lone Working procedure to cover volunteers?

Comprehensive and up to date records should be in place regarding all fire safety issues.

They should be made available together with the fire risk assessment for inspection by the enforcing authority at any time if required.

Documented evidence that the equipment and devices provided for fire safety purposes are being tested and maintained in an efficient and working order including any defects and remedial action taken are crucial to proving due diligence.

Similarly, documented evidence that fire training has been provided for all staff is required to fulfil the legal obligations as stated in the Fire Safety Order.

End of Report