FIRE RISK ASSESSMENT
DECEMBER 2024

Bonsall Village Hall
Bonsall
Derbyshire

Stephen Elliott
& Associates
Health & Safety

BONSALL VILLAGE HALL
FIRE RISK ASSESSMENT

CONTENTS:

1. IDENTIFICATION OF FIRE HAZARDS

A. SOURCES OF IGNITION

Source	Comments
Electrical system	The fixed electrical installations were subject to a combined inspection and test by a competent person in December 2020. There were no issues arising from the test. The IEE Regs re-examination is due December 2028.
Electrical equipment - portable appliances	All portable electrical appliances are inspected and tested by a competent person. The last PA test was completed in February 2024.
Heaters – fixed	The hall is heated by mains gas heaters, one on the ground floor and two on the first floor. These are subject to a combined service and test by a competent Gas Safe registered engineer. The heaters are enclosed by metal grill guards.
Heaters – portable	Occasional use of electric portable heater.
Boilers and kitchen equipment	Hot water for the kitchen is by a wall mounted, instantaneous electric unit. There is also a Burco type water boiler. Hot water for the ladies and gents toilets is supplied by an instantaneous gas boiler, again wall mounted.
Arson, vandalism	Low likelihood.
Smoking	No smoking is allowed within the building and is discouraged outside the building approach.
Fire in neighbouring premises	Unlikely to affect the village hall

B. SOURCES OF FUEL

Source	Comments
Flammable substances:	
-Gases	None stored or used other than mains connected
-Liquids	None stored or used
-Solids	None stored or used
Combustibles	
Furniture including seating, tables	Flame retardant materials used
Curtains	Flame retardant materials used
Other materials, stored mainly in the first floor stores	Limited quantities

C. FIRE RISK CATEGORY

Based upon the foregoing hazards identified and the guidance in Fire Safety – An Employer's Guide (HSE Books ISBN 00 11 341229 0)

Fire Hazard Assessment	Comments & Definitions
~~HIGH RISK~~	Where: Flammable are stored in quantity, there are unsatisfactory structural features or Permanent or temporary work has the potential to cause fires or There is a significant risk to life in case of fire
NORMAL RISK	Where: Fire is likely to remain confined or only spread slowly, so as to allow people to escape or The number present is relatively small and layout simple or Premises have effective automatic warning and suppression systems
~~LOW RISK~~	Where: There is minimal risk to people's lives *and* The risk of fires starting is low *and* The potential for fire, heat and smoke spreading is negligible

2. PERSONS AT RISK

CATEGORY	NUMBERS	COMMENTS
Users of the hall		
Ground Floor First Floor	Up to 70 max Up to 50 max	The premises licence and insurance allows a maximum number of individuals into the hall for events, seated or standing.
Activity volunteers	Typically 2-10	Where the users of the hall are seated, it is unlikely that a seating plan of more than 50 could be accommodated on either floor.
Organisation staff hiring the building	Typically 2-10	
Non ambulant person inc. wheelchair users	Occasional	Wheelchair users access the Ground Floor only.

3. EVALUATION OF RISKS

1.	What is the chance of a fire occurring?	~~HIGH~~ ~~MEDIUM~~ **LOW** ~~INSIGNIFICANT~~		
2.	Can the sources of ignition be reduced?	~~YES~~	NO	Ignition sources are limited in number and range
3.	Can the potential fuel for a fire be reduced?	~~YES~~	NO	The level of combustibles stored appears to be minimal.
4.	Are the means of detecting a fire adequate?	YES	~~NO~~	There is a linked system of passive smoke detectors covering both floors. The activation of one unit will activate them all. These are tested regularly. Also, given the open layout of both floors, any fire would be detected by the occupants at a very early stage.
5.	Can everyone be warned in case of a fire?	YES	~~NO~~	Audible warning will be given by passive alarms, as well as by the occupants raising the alarm verbally
6.	Are the means of escape safe?	YES	~~NO~~	Both floors are provided with alternative fire escape routes (see Fire Plan) to a place of safety. No occupant has to travel more than 18 metres to a place of safety. The escape routes are covered by fire emergency lighting units. Wheelchair users will be assisted to escape by able an able bodied host/relative and will be able to use the access lift which incorporates a battery back-up power supply
7.	Are the means available to put out a fire adequate?	YES	~~NO~~	Suitable portable fire-fighting equipment is available of the correct type
8.	Are maintenance and testing arrangements adequate?	YES	~~NO~~	See Fire Log
9.	Are regular fire safety checks held and adequately detailed?	YES	NO	See Fire Log
10.	Are fire procedures and training adequate for the needs of the premises?	YES	~~NO~~	Volunteers and those hiring the hall are given a basic introduction into fire prevention and fire emergency procedures.
11.	Are existing precautions adequate for the remaining risks?	YES	~~NO~~	

4. SUMMARY OF RISK ASSESSMENT FINDINGS

4.1 The risk of a fire starting in the building is assessed as LOW to NORMAL, given the potential ignition sources present and the activities taking place. Any fire would spread relatively slowly because of the construction and layout of the building and the combustibles present.

4.2 The potential for occupants to be unable to escape to a place of safety is VERY LOW given the passive detection system in place, the Fire Routes provided and the emergency lighting in place.

4.3 Those users who are non-ambulant will be assisted to escape by a host member of the group, another user or a relative. The access lift remains in use during an emergency as it incorporates a battery back-up power supply.

Existing Control Measures

4.3.1 Measures to reduce the risk of fire include:

The fixed electrical installation is regularly inspected by a competent person every 5 years as required under the IEE Regs.

All portable appliances are subject to a combined inspection and test at least every 2 years.

Smoking is not permitted in the building.

At the end of each event, the nominated user or organiser carries out a simple check of the premises to ensure all equipment is switched off/disconnected.

The nominated user or organiser checks that combustibles are kept away from ignition sources, such as the gas heaters.

4.3.2 Measures to reduce the risk of injury in the event of a fire:

The building features a linked passive smoke detection system. (See Fire Plan for location of smoke detectors).

There are two Fire Escape routes serving each floor. At the foot of the central stairs linking the two floors there is a fire door with a self-closing device.

Fire emergency lighting units provide lighting for the fire escape routes.

All users of the building are provided with sufficient information and instruction in what to do in the event of a fire.

A Fire Log is kept on the premises detailing the maintenance and testing of the fire emergency systems and record the following;

- Testing and maintenance of the portable fire-fighting appliances
- Testing and maintenance of the passive smoke detection units
- Testing and maintenance of the fire emergency lighting units
- Fire Plan of the building indicating the Fire Escape routes and fire emergency equipment

4.4 Actions Arising /Required

None identified.

Fire Risk Assessment Review carried out by Approved by

SD Elliott

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Stephen Elliott CMIOSH for and on behalf of Bonsall Village Hall

1.12.2024

H. C. Baldwin

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Chair of the Village Hall Committee