

FIRE RISK ASSESSMENT



ENSTONE PARISH HALL

Date of Assessment	28 March 2024
Recommended Review Date	28 March 2024
Name of Assessor	Rachel Hunt & Martin Jukes

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Introduction

The risk assessment has been produced by the principles contained in PAS 79 Fire Risk Assessment. Its purpose is to;

“provide a suitable and sufficient assessment of the hazards and risks to life from fire at the premises, to determine the risk-proportionate fire precautions required and to make recommendations, if any, to ensure compliance with the relevant fire safety legislation”

It should be noted that this report does not address the risk to property or business continuity from fire.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:	Chair Enstone Parish Hall Management Committee.
Address of premises:	Enstone Parish Hall The Paddocks, Enstone Oxfordshire, OX7 4LZ
Person(s) consulted:	Mr Andrew Lee - Chair: Management Committee members
Persons carrying out risk assessment:	Rachel Hunt, 07300 202290 Martin Jukes, 07789 074779
Date of fire risk assessment:	28/03/24
Date of previous assessment:	20/05/23
Suggested date for review:	28/03/25

The building was assessed to be a **MEDIUM** hazard from fire, and the consequences for lifesafety are considered to be **MEDIUM**.

Therefore, it is considered that the risk to life from fire at these premises is **MODERATE**.

In this context a definition of Moderate is;

MODERATE	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities
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Signed: *Andrew Lee*

Date 28/03/24

General Information

THE PREMISES

Type of premises	Single Storey Village Hall
Use of premises:	Meeting room, kitchen and main hall for hire, used for meetings, classes, parties, film nights etc.
Number of floors ground and above.	1
Number of floors below ground.	0
Approximate floor area:	326 m ²
Age of Building	10 years (built 2014)
State parts of building assessed or not assessed with details. areas not accessed	All areas assessed except roof space
Number of:	
Escape routes	5
Final exits	5
Evacuation Strategy	Simultaneous Evacuation
Description of Building	Reconstituted stone block lower with rendered upper. High pitched ceiling main hall with shallow pitch rooms on north elevation. Lobby, foyer, toilets, kitchen, meeting room, store and main hall.

The Premises



"Main Hall



"Litchfield Room"



"Kitchen



"Store Room"

The Occupants

Approximate maximum number:	200
Approximate number of employees at any one time:	no employees permanently on site
Maximum number of members of public at any one time:	200
Associated times/hours of occupation:	08:00 – 24:00

OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Sleeping occupants:	None
Disabled occupants:	Varies on event
Occupants in remote areas and lone-workers:	1 (Caretaker or Bookings Manager)
Young persons:	None employed, but young children present at events

Other Relevant Information

The Parish Hall is managed by the Hall Management Committee and is used for numerous clubs and events.

RELEVANT FIRE SAFETY LEGISLATION

The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005

The above legislation is enforced by:

Oxfordshire Fire & Rescue Service

Other legislation that makes significant requirements for fire precautions in these premises other than the Building Regulations:

Licensing Act 2003

This legislation is enforced by:

West Oxfordshire District Council

Comments:

The premises has a license for public entertainment etc.

Fire Hazards and their Elimination or Control

Item	Electrical Sources of Ignition	Observations	Recommendations	Priority
1.01	Reasonable measures taken to prevent fires of electrical origin?	Yes		
1.02	Fixed installation periodically inspected and tested?	Yes – Alarm System serviced annually	Invoice held by Treasurer, Recorded in FRA log by Caretaker	
1.03	Portable appliance testing (PAT) carried out?	Yes – by Caretaker	Log to be produced	5
1.04	Suitable policy regarding the use of extension leads	Extension leads not supplied by hall, user provides		
1.05	Comments			
Item	Smoking	Observations	Recommendations	Priority
1.06	Reasonable measures taken to prevent fires as a result of smoking?	Yes – No smoking signs are displayed Annex B - Page 1		
1.07	Smoking prohibited in the building?	Yes – No smoking signs are displayed Annex B - Page 1		
1.08	Smoking prohibited in appropriate areas?	Yes – No smoking signs are displayed Annex B - Page 1		
1.09	Suitable arrangements for those who wish to smoke?	Yes – Smoking area outside, sign posted & with butt bin - Annex B - Page 4		
1.10	This policy appeared to be observed at time of inspection?	Yes		
1.11	Comments			
Item	Arson	Observations	Recommendations	Priority
1.12	Does basic security against arson by outsiders appear reasonable?	Yes as far as practicable		
1.13	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes as far as practicable - Waste bins are outside in fenced enclosure away from the building		
1.14	Comments			

Item	Portable Heaters & Heating Installation	Observations	Recommendations	Priority
1.16	Are fixed heating installations subject to regular Maintenance?	Yes – A ground source heat system is installed and serviced annually, invoice held by treasurer.	Caretaker to record in suitable log	
1.17	Comments			
Item	Cooking	Observations	Recommendations	Priority
1.18	Are reasonable measures taken to prevent fires as a result of cooking?	Yes – fire extinguishers & blanket available		
1.19	Filters changed and ductwork cleaned regularly?	Yes - Parry Extraction Canopy fat drip-trays and baffle filters cleaned	Caretaker's log to be sighted.	4
1.20	Suitable extinguishing appliances available?	Yes - Appendix B Page 3		
1.21	Where oils and fats are present, are type F extinguishers available?	There are no deep fry facilities available, therefore no wet chemical extinguisher required.		
1.22	Comments			
Item	Lightning	Observations	Recommendations	Priority
1.23	Does the building have a lightning protection system?	No - Risk assessment carried out by Rodells Ltd, St Albans - 8/9/2015 - not required.		
1.24	Comments			
Item	Housekeeping	Observations	Recommendations	Priority
1.25	Is the standard of housekeeping adequate?	Yes	Caretaker to check weekly	4
1.26	Combustible materials appear to be separated from ignition sources ?	Yes - waste bins situated away from oven Annex B - Page 3		
1.27	Avoidance of unnecessary accumulation of combustible materials or waste?	Waste bins emptied as required by Caretaker and cleaners		
1.28	Appropriate storage of hazardous materials?	Yes	Separate cupboard in locked room within storeroom.	
1.29	Avoidance of inappropriate storage of combustible material?	Yes	Caretaker checks this.	4
1.30	How is refuse handled and stored?	Internally in waste bins in kitchen. Externally in separate enclosure 100m away from building.		
1.31	Comments			

Item	Hazards Introduced by Outside Contractors and Building Works	Observations	Recommendations	Priority
1.32	Are fire safety conditions imposed on outside contractors?	Yes - Caretaker briefs contractors.		
1.33	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes - see FRA Annex E		
1.34	If there are in-house maintenance personnel, are suitable precautions taken	Yes - Caretaker trained		
1.35	Comments			
Item	Dangerous Substances	Observations	Recommendations	Priority
1.36	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored.?	Yes		
1.37	Comments			
Item	Other Significant Fire Hazards that warrant consideration including Process Hazards that impact on General Fire Precautions	Observations	Recommendations	Priority
1.38	Comments and hazards observed			

Fire Protection Measures

Item	Means of Escape from Fire	Observations	Recommendations	Priority
2.01	Is it considered that the building is provided with reasonable means of escape in case of fire ?	Yes – Built in 2014 to modern building standards		
2.02	Adequate design of escape routes?	Yes		
2.03	Adequate provision of exits?	Yes		
2.04	Exits easily and immediately openable where necessary?	Yes		
2.05	Fire exits open in direction of escape where necessary?	Yes		
2.06	Avoidance of sliding or revolving doors as fire exits	Yes – there are none.		
2.07	Satisfactory means for securing exits?	Yes		
2.08	Reasonable distances of travel	Yes		
2.09	Where there is a single direction of travel?	Yes		
2.10	Where there are alternative means of escape?	Yes		
2.11	Suitable protection of escape routes?	Yes		
2.12	Suitable fire precautions for all inner rooms?	Yes		
2.13	Escape routes unobstructed?	Yes		
2.14	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people.	Yes		
2.15	Comments			

Item	Measures to Limit Fire Spread and Development	Observations	Recommendations	Priority
2.16	Based upon a visual inspection and a degree of sampling as appropriate is the building compartmentation of a reasonable standard.	Yes – Built in 2014 to modern building standards		
2.17	Based upon a visual inspection and a degree of sampling as appropriate, does the building have any linings that might promote fire spread.	No		
2.18	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	Yes		
2.19	Do the elements of construction i.e. walls, floors, landings, stairwells and ceilings appear from a visual inspection to be in good condition?	Yes		
2.20	Is there a roof void? If so, was it possible to gain access?	Yes void over north elevation rooms - access to void through hatch in Litchfield Room		
2.21	Comments and deficiencies observed			
Item	Fire Doors	Observations	Recommendations	Priority
2.22	Do the Fire Doors appear to offer adequate fire and smoke resistance ?	Yes		
2.23	Are the fire doors self-closing and are they fitted with intumescent strips and smoke seals?	Yes		
2.24	Are the Fire Doors certified to FD30s standard?	Yes - European Oak FD30 doors with intumescent strips and pyrobellite glass		
2.25	Comments and deficiencies observed			
Item	Emergency Escape Lighting	Observations	Recommendations	Priority
2.26	Reasonable standard of emergency escape lighting system provided?	Yes - installed when hall built		
2.27	Does the emergency escape lighting include illuminated signage?	Yes		
2.28	Comments and deficiencies observed – Emergency escape lighting – that part of an emergency lighting system that provides illumination for the safety of people leaving a location or attempting to terminate a potentially dangerous process beforehand. It is part of the fire safety provision of a building and a requirement of The Regulatory Reform (Fire Safety) Order 2005.			

Item	Fire Safety Signs and Notices	Observations	Recommendations	Priority
2.29	Reasonable standard of fire safety sign & notices?	Yes		
2.30	Comments and deficiencies observed			
Item	Means of giving Warning in case of Fire	Observations	Recommendations	Priority
2.31	Reasonable manually operated electrical firealarm system provided?	Yes - Annex A - location of 'break glass' alarms		
2.32	Automatic fire detection provided?	Yes		
2.33	Is the extent of the AFDS appropriate for the occupancy and the risk?	Yes		
2.34	Is there a remote transmission of the alarm signal?	No		
2.35	Comments and deficiencies observed – Alarm System serviced annually			
Item	Means of Extinguishing Fire	Observations	Recommendations	Priority
2.36	Is there any form of Fire Suppression System (FSS) provided within the building?	No		
2.37	If present, to what extent and what type is the FSS provided within the building?	No		
2.38	Is there a reasonable provision of Portable Fire Extinguishers within the building?	Yes		
2.39	Are all portable extinguishers readily accessible?	Yes		
2.40	Are hose reels provided within the building?	No		
2.41	Comments and deficiencies observed			
Item	Other Relevant Fixed Systems & Equipment	Observations	Recommendations	Priority
2.42	Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.	n/a		
2.43	Comments and deficiencies observed - CCTV serviced annually by Broadsword Ltd			

Management of Fire Safety

Item	Procedures and Arrangements	Observations	Recommendations	Priority
3.01	Fire safety is managed by:	Hall Management Committee		
3.02	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	Yes – Committee and Fire Log		
3.03	Is there a suitable record of the fire safety arrangements?	Yes - Log		
3.04	Are procedures in the event of fire appropriate and properly documented?	Yes	Place Emergency Plan on Notice Board - included in hire contract	1
3.05	Are there suitable arrangements for summoning the fire and rescue service	Yes – Emergency Plan - use of mobile phones -no automatic alarm to emergency services		
3.06	Are there arrangements to meet the fire & rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes – Emergency Plan	Call out list in event of emergency / fire	
3.07	Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes – Emergency Plan		
3.08	Is there a suitable fire assembly point(s)?	Yes - Signposted at the back of car park		
3.09	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes – Emergency Plan		
3.10	Persons nominated and trained to use fire extinguishing appliances?	Instructions on each appliance		
3.11	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	No		
3.12	Appropriate liaison with fire and rescue service (eg by fire & rescue service crews visiting for familiarisation visits)?	No		
3.13	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes – Caretaker	Add to duties in contract	4
3.14	Comments			

Item	Training and Drills	Observations	Recommendations	Priority
3.15	Are all staff given adequate fire safety instruction and training on induction?	No - EPHMC & Hirers of Hall		
3.16	Are all staff given adequate periodic "refresher training" at suitable intervals?	No - EPHMC & Hirers of Hall		
3.17	Are staff with special responsibilities (e.g. fire wardens) given additional training?	No - EPHMC & Hirers of Hall		
3.18	Are fire drills carried out at appropriate intervals?	No - EPHMC & Hirers of Hall		
3.19	Are contractors provided with appropriate information on fire risks & general fire precautions & given instruction.	Caretaker to brief them - Hot Works permit at Annex E & Emergency Plan	Add to Caretakers employment contract	4
3.20	Comments			
Item	Testing and Maintenance	Observations	Recommendations	Priority
3.21	Adequate maintenance of premises?	Yes - Caretaker (small tasks) or contractors		
3.22	Weekly testing and periodic servicing of fire detection and alarm system?	Yes - Caretaker	Add to Caretakers employment contract	4
3.23	Monthly and annual testing routines for emergency escape lighting?	Yes - Caretaker	Add to Caretakers employment contract	4
3.24	Annual maintenance of fire extinguishing appliances?	Yes - Fire Extinguishers serviced annually		
3.25	Periodic inspection of external paths and gang-ways	Yes - Caretaker check for any obstructions	Add to Caretakers employment contract	4
3.26	Six-monthly inspection and annual testing of rising mains?	Yes - Caretaker	Where is the rising main ?	4
3.27	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	n/a		
3.28	Routine checks of final exit doors and/or security fastenings?	Yes - Caretaker	Add to Caretakers employment contract	4
3.29	Other relevant inspections or tests	n/a		
3.30	Comments – Fire Extinguishers serviced annually by Executive Fire Protection Ltd, 26 Kelburn Road Cowley OX4 3SJ			

Item	Records	Observations	Recommendations	Priority
3.31	Appropriate records of - Fire Drills?	No		2
3.32	Appropriate records of - Fire Training?	No		2
3.33	Appropriate records of - Fire Alarm Tests?	Caretaker to carry out Tests	Place in Annex to Fire Risk Assessment	4
3.34	Appropriate records of - Maintenance & testing of other fire protection systems?	Caretaker to carry out Tests	Place in Annex to Fire Risk Assessment	4
3.30	Comments			

Fire Risk Assessment Outcome

The following simple risk level estimator is based on a commonly used health and safety risk table.

Likelihood of fire	Potential consequences of fire		
	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 this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low **Medium** High

In this context, a definition of the above terms is as follows:

- Low:** Unusually low likelihood of fire as a result 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.

Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm **Moderate Harm** Extreme Harm

In this context, a definition of the above terms is as follows:

- 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.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable **Moderate** Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

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	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>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</p>
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.

The table above is produced to allow the responsible person a guide to determine which risks should be addressed first and how best to allocate resources. Easy actions, for example, closing wedged-open fire doors, should be carried out quickly. Depending on their severity and difficulty, more difficult actions to resolve that may result in alteration to building fabric, etc., should be programmed. The amount of resources allocated to an action is dependent on risk.

The responsible persons may decide that the consequence, resources required and the practicality of resolving the risk may be too high compared to their perception of the risk. These observations should be recorded so that the reasons for not completing It is strongly recommended that the higher risk recommendations are resolved and not just 'justified.'

Action Plan

The following recommendation should be implemented to reduce or maintain the level of fire risk.

Item	Recommendations / Actions	Priority (Where applicable)	Action by whom	Date action taken
1.01	PAT Testing Log to be checked FRA 1.03	Medium	EPHMC	
1.02	Extraction Canopy Filters & Drip Trays checked FRA 1.19	Medium	EPHMC	
1.03	General check on quality of housekeeping FRA 1.25	Medium	EPHMC	
1.04	Check on storage of combustible materials FRA 1.29	Medium	Caretaker	
1.05	Emergency plan to include contact numbers for Admin and Caretaker FRA 3.04/06	Medium	EPHMC	
1.06	Log of routine Fire Precaution inspections to be produced FRA 3.13	Medium	Caretaker	
1.07	Log of periodic testing of fire alarm systems to be produced FRA 3.22 to 3.28 inc	Medium	Caretaker	

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the action plan. The fire risk assessment should be reviewed regularly.

A suitable risk-based control plan should involve effort and urgency proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks: Disclaimer.

Fire Safety Legislation

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on behalf of the named person on page 4 of this Fire Risk Assessment and as Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005, and/or being the person having control, to any extent, of the premises as occupier or otherwise. It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

You must study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures that it considers necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire.

Relevant persons are primarily everyone who is, or maybe, lawfully in the building, but include certain persons in the vicinity of the building. You must study the Action Plan. If any recommendation in the Action Plan is unclear, you should request further advice. The Fire Safety Order requires that you make arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified within this Fire Risk Assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- a. You employ five or more employees in your undertaking (regardless of where they are employed);
- b. A licence or registration under other legislation is in force; or
- c. An alterations notice is in force requiring a record to be kept.

This Fire Risk Assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organisational measures that should be taken or observed in connection with the use or storage of any dangerous substance. More generally, this fire risk assessment forms only a foundation for the management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy. It may be obtained from the Stationery Office or freely downloaded from www.opsi.gov.uk/si/si2005/20051541.htm

Disclaimer

The Regulatory Reform (Fire Safety) Order 2005 provides a minimum fire safety standard and this Fire Risk Assessment (FRA), provides relevant advice on compliance with this statutory requirement.

The observations and recommendations within this Fire Risk Assessment are only pertinent to the conditions at the time of the Assessment. Regular inspections and reviews of this Fire Risk Assessment are required to maintain standards.

This FRA relates only to those areas visited at the site visit.

Legal Notice: This report is only for the use of the intended recipients as detailed within this report and the person who carried out the assessment:

- a. It makes no warranty, express or implied;
- b. Assumes any liability;

The report and the information or methods contained therein may only be used for purposes in connection with this building and those persons within it.

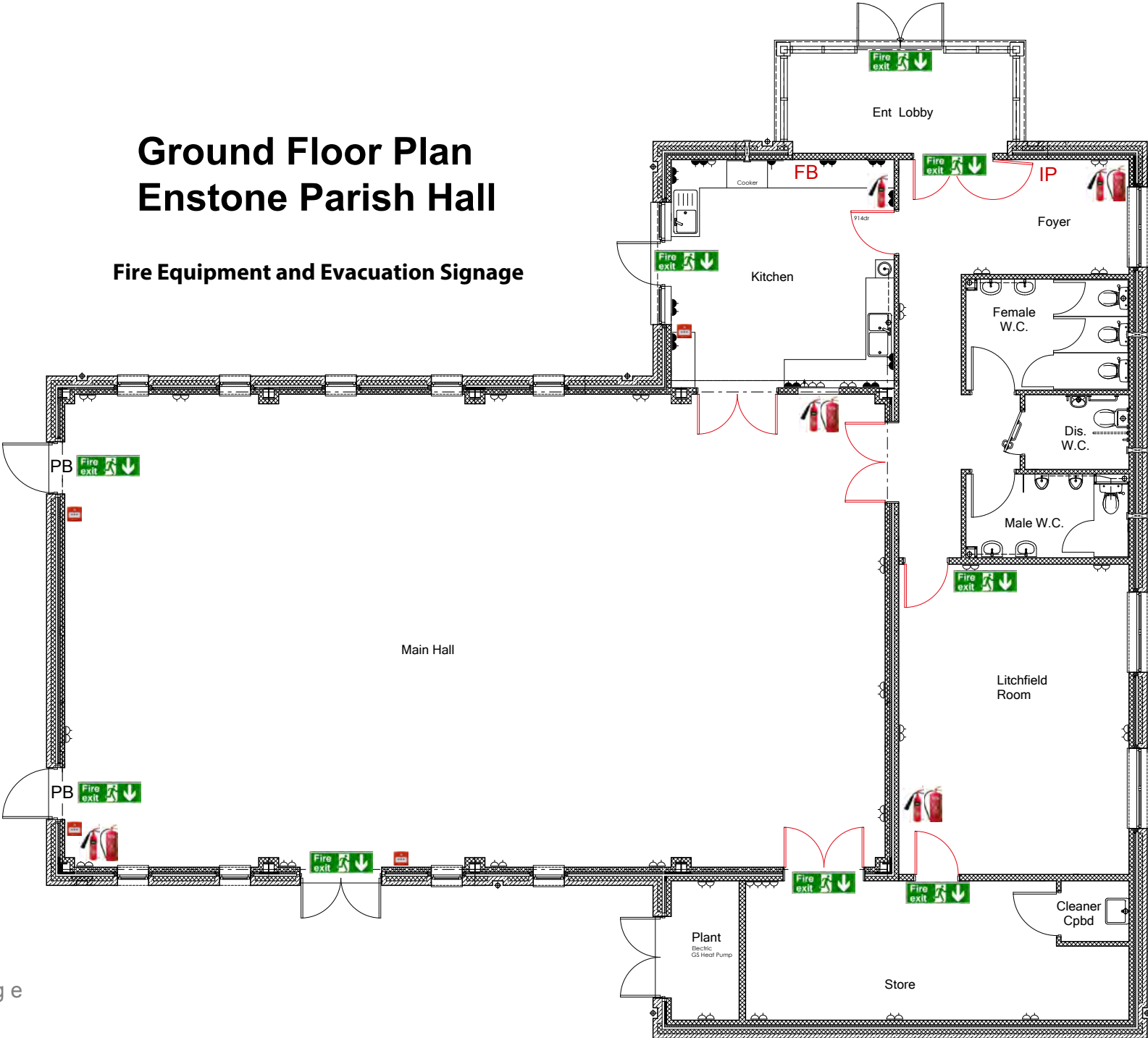
This FRA has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 concerning the common areas of the premises. To carry out this FRA the Assessor has used their judgement and guidance contained in publicly available specification (PAS 79: 2012) and fire safety risk assessment guides issued by H.M Government. The recommendations represent an assessment of the minimum fire safety standards considered necessary for the common areas to ensure the safety of residents and visitors to the premises.

It should be borne in mind however that an assessment is open to individual interpretation and as such an officer of the local fire authority may express a different view on certain aspects. Information for the completion of this assessment was obtained by a physical non-intrusive inspection of the common parts of the premises, which included only the visual inspection of rooms.

Changes generally introduced in the workplace may affect potential fire risk and associated precautions e.g. changes to the premises layout, work processes, furniture, plant, machinery, or the number of people likely to be present in the workplace, including those persons with a temporary or permanent disability. Any of these could lead to a new hazard or increased risk and will require this assessment to be reviewed and/or a new assessment to be undertaken.

Ground Floor Plan Enstone Parish Hall

Fire Equipment and Evacuation Signage





CO2 Extinguisher



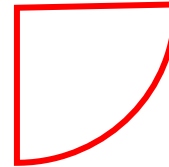
Water Extinguisher



Directional Fire Exit Signs



Fire Alarm Manual Call Point



Fire Resisting Door

FB

Fire Blanket

IP

Fire Alarm Indicator Panel

PB

Push Bar

Annex B – Images - Fire Equipment, Alarms & Signage

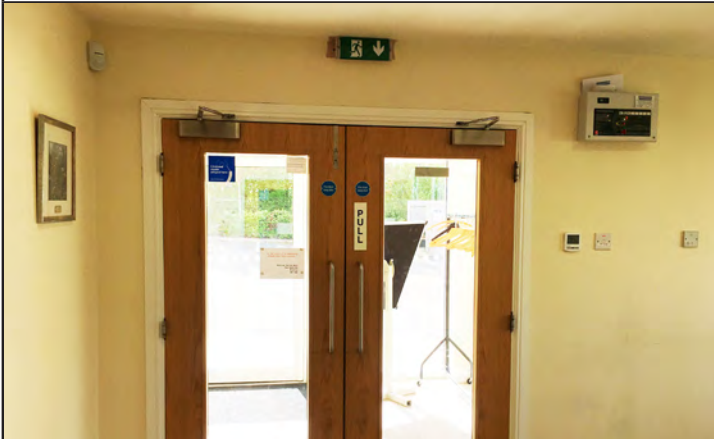
Entrance Lobby & Foyer - Fire Equipment & Signage



Entrance Lobby - No Smoking Sign on inner door



Entrance – Fire Alarm including Security Alarm Panel & signage



Foyer - Double Doors to Entrance - Fire Alarm Panel



Fire Alarm Panel



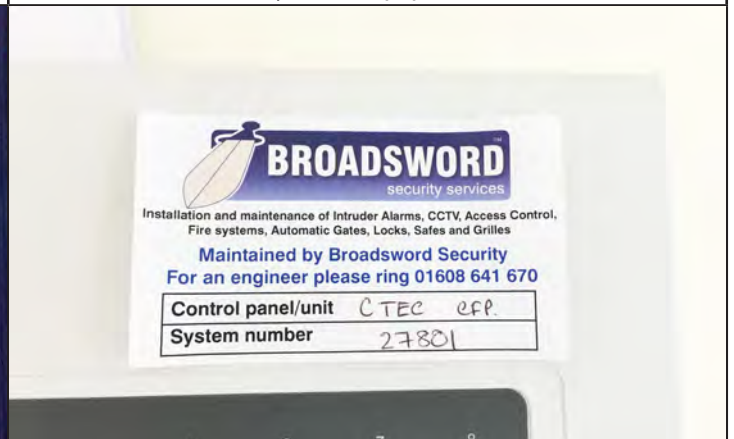
Foyer



Foyer Fire Equipment



Foyer Notice Board - Fire Exits



Foyer Notice Board - Alarm engineer call-out

Litchfield Room - Fire Equipment including AV equipment



Fire door into Litchfield Room



AV cupboard on left - door to Storage Rm on right



Door above into corridor



Fire Equipment



AV Projector mounted on ceiling



AV cupboard equipment

Annex B – Images - Fire Equipment, Alarms & Signage

Kitchen - Fire Equipment, Doors, Cookers, Bins, First Aid, Fridges



Internal door types - Exit to outside



Microwave & CO2 Extinguisher



Industrial Oven, Fire Blanket, Kettles



Electrical Isolater Oven extractor controls



View to door to Corridor



Waste Bins by door to Corridor & Main Hall



First Aid Box on shelf under LH Window



2 Fridges (High & Low) to left of LH Window

Annex B – Images - Fire Equipment, Alarms & Signage

Main Hall - Fire Equipment, Doors, Exits, Store Room, AV Equipment



Fire Equipment - LH Push-Bar Exit South Elevation



Push-Bar Exits & Alarms - South Elevation



Hall Entrance Double doors into Corridor & Fire Equipment



Double Door Exit - East Elevation



Double doors into Store Room



Store Room with cleaners cupboard



Projector Mounted on North side internal wall



AV Rack situated in Store Room

Parish Hall - Outside Smoking Area & Assembly Point



Designated Smoking Area with Butt dispenser

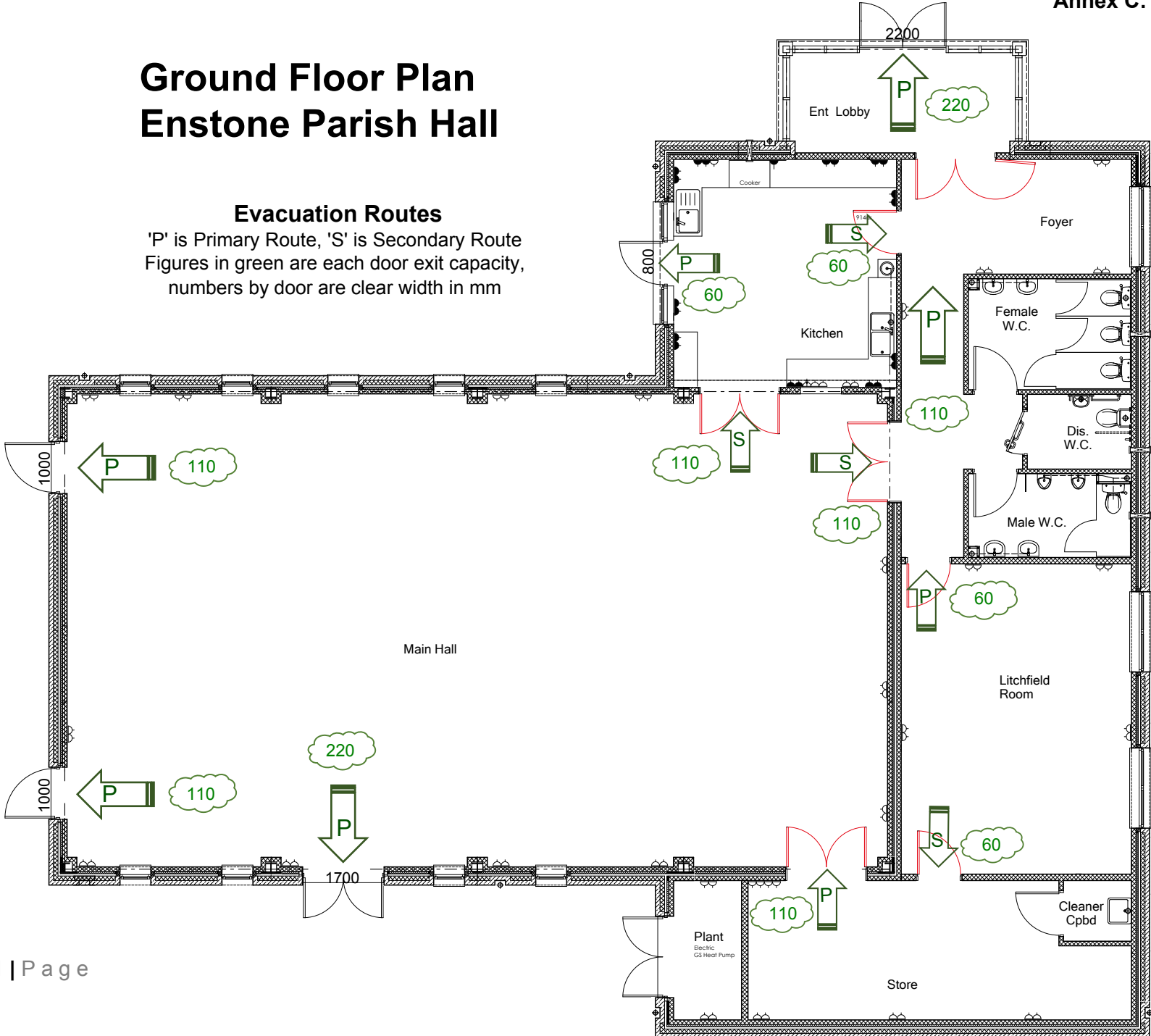


Fire Assembly Point - South end of Car Park

Ground Floor Plan Enstone Parish Hall

Evacuation Routes

'P' is Primary Route, 'S' is Secondary Route
Figures in green are each door exit capacity,
numbers by door are clear width in mm



Travel distance and Means of Escape calculations

The number of persons shown above in green are based on the maximum persons to exit through the width of doors shown. This is based on The Building Regulation 2010, Fire Safety Approved Document B, Volume 2.

British Standard BS 9999 bases its calculations on Occupancy Characteristic and Fire Growth Category:

Occupancy Characteristic of the building is **B** (awake occupants unfamiliar with building)

Fire Growth Category is **1** (slow).

Therefore Risk Profile is B1 with a minimum width per person of 3.6mm

Main Hall has 3 Primary Exits. Discounting one exit $1000 / 3.6 = 277 \times 2 = 554$ persons

Litchfield Room has 2 Exits. Discounting one exit $800 / 3.6 = 222$ persons

Kitchen has 2 Exits. Discounting one exit $800 / 3.6 = 222$ persons

Foyer / Lobby Area has 2 exits. Discounting one exit $2000 / 3.6 = 555$ persons

The Hall has set the following limitations on maximum numbers of people attending. It uses Building Regulation limits:

		Max Capacity	(persons)	Exit Capacity
Main Hall	200 Closely seated Audience 150 Dances 150 Reception with chair and table seating	200		220
Litchfield Room	30 Seated Audience	30		60
Kitchen	20 Standing	20		60
Foyer / Lobby Area	50 Standing	50		220

It can be seen from the above calculations that exit capacity exceeds maximum attendance limitations. Largest exit is discounted for means of escape calculations where practical.

Background

Where temporary seating is laid out in a premises, then additional issues are introduced with regards to means of escape. Firstly if the seats are placed too close together, then in an emergency people will be delayed in making their way along the row and on to the escape routes.

If the gangways are not wide enough, then people will end up queuing and this will delay the overall escape plan.

If gangways are not laid out correctly, then people may end up traveling further to reach the fire exits, exceeding the permitted escape travel distance and delaying their escape.

If chairs are not connected together as people escape, chairs may move blocking escape routes. If chairs are connected together, they may then “snake” again obstructing exit routes.

Guidance

The relevant DCLG guide for this premises (small and medium places of entertainment) states the following (p60)

“Spacing and gangways in halls or assemble space should be so arranged to allow free and ready access direct to exits”

“In general no seat should be more than seven seats away from a gangway. If temporary seating is provided, these should be secured in lengths of not fewer than 4 (and not more than 12) each length should be fixed to the floor”

“Detailed information on seating layout is given in BS 5588 – 6”

BS 5588 – 6 (extract)

c) Where the seating layout is temporary, the following apply:

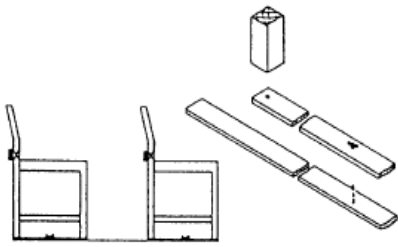
- 1) Seating for more than 50 persons laid out on the floor area should be secured together in lengths of not fewer than four seats.
- 2) If seating for more than 250 persons is required, provision should be made for fixing to the floor the rows of seating flanking the front, the back and the cross gangways and the seats near exits, although only the end seats of the rows need to be fixed to the floor if all the seats are secured together.
- 3) Where seats are secured together, it should not be possible to separate them, nor for a row to “snake”, merely by pushing one or more seats in a row.

NOTE: Where the fixing of seating to the floor is impracticable or undesirable (e.g. on polished dance floors), floor bars instead of screws may be used. Floor bars should have a cambered top surface so as to avoid the risk of tripping by persons using the seating. This form of securing seating is not recommended where a very lively audience is anticipated, such as at a pop concert.

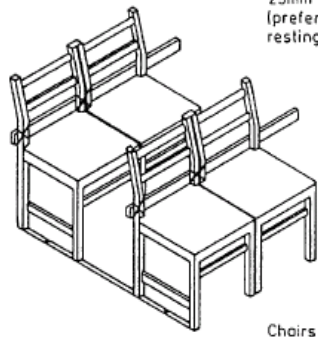
“Old” Yellow Guide (extract)

Chairs or other single seats should be secured together in lengths of not fewer than 4 seats and not more than 12 so that the seats cannot be separated from each other merely by pushing one or more seats in the row (the only exception being chairs in boxes or other approved enclosures); and provision should be made for the rows of seating flanking the gangways to be fixed to the floor effectively preventing the individual seats or rows of seats from being dislodged into the gangways or from being toppled over, except that:-

- (i) only end seats of such rows need to be fixed to the floor if all seats in each row are secured together; or of each length of seating referred to in above which form such rows need be intended to be used only occasionally
- (ii) only the end seats fixed to the floor.

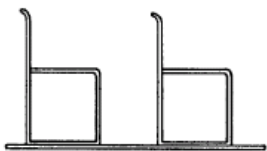


25mm x 6mm steel bar (preferably cambered) resting on the floor.

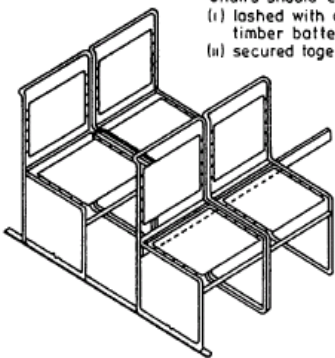


Chairs lashed together & to 50mm x 25mm battens with cord.

Diagram 10 Example of securing wooden chairs.



Chairs should either be:
 (i) lashed with cord to 50mm x 25mm timber battens or
 (ii) secured together with metal clips.



25mm x 6mm steel bar (preferably cambered) resting on the floor.

Diagram 11 Example of securing metal frame chairs to floor bars.

Example from yellow guide



Interlocking Chairs set out



Interlocking Chairs set out with adequate gap between



Chairs showing Interlocking mechanism

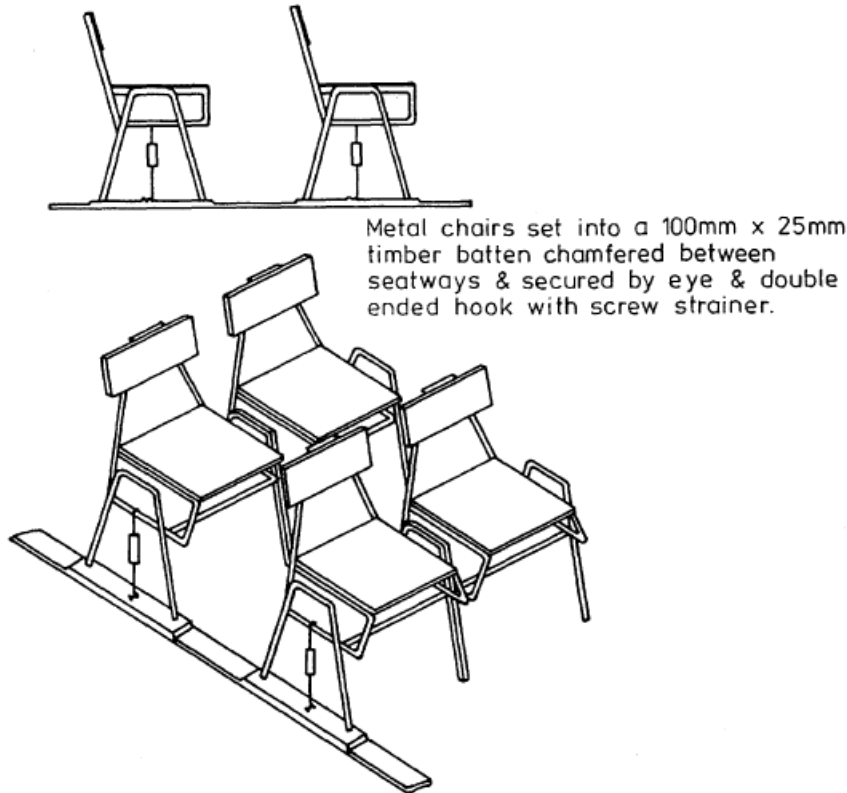


Diagram 12 Example of securing interlocking metal chairs on to a timber floor bar.

Recommendations

The use of the premises at present with up to 200 interlocking chairs connected together but not fixed to the floor follows the guidance but this needs to be disseminated to hirers of the hall to ensure it is followed.

Whilst the guidance indicates that where more than 50 chairs are set out in a closely seated audience style need to be fixed together, then subject to risk assessment this may be increased.

For example 3 rows of chairs with each row consisting of 2 sets of 8 chairs, with a suitable gangway, total 48 chairs would not need to be fixed, but the same set up this time with 2 rows of 9 chairs (no chair more than 4 chairs from a gang way) would, as there are 54 chairs.

So 50 should be viewed as a bench mark standard, but given the exit configuration this could be extended and a detailed proposal and layout should be devised.

Where there is a requirement to fix chairs together, this should be done in rows of not less than 4 and not more than 12.

Where more than 250 seats are set out then to prevent snaking they should be fixed. Fixing to the floor is not an option here and so the use of floor bars should be considered if such a number of seats was ever envisaged.

Hot Work Permit

A copy of the completed permit is to be retained for auditing purposes

Issuing Person..... **Permit No.**.....

A Proposal (To be completed by the person responsible for carrying out the work)

Building - Enstone Parish Hall	
Exact Location of Proposed Work	
Nature of Work to be Undertaken	
I understand the scope of work and precautions to be taken	
Signed	Block Capitals
Date	Position

Contractor Company Details

B AGREEMENT (to be completed by a member of Rotherfield Village hall Management Committee responsible for issuing the permit)

This Hot Work Permit is issued with the following conditions:

Issue of Permit: Date	Time
Expiry of Permit: Date	Time
Permits are issued on a daily basis only	
<i>A final check of the work area shall be made 60 minutes after the completion of the work.</i>	
Additional Conditions required:	
The above location has been examined and the precautions checklist that accompanies this form has been complied with. I have carried out a risk assessment and consider that there is no reasonably practicable alternative to doing the job using hot work, I have been provided with evidence of appropriate Public Liability Insurance coverage.	
Signed	Block Capitals
Date	Position

C FOLLOWING COMPLETION OF WORK (to be completed by contractor member of staff responsible for the work. The permit is to be returned to the person responsible for the issuing of the permit).

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below, above and areas on other sides of walls) have been inspected and found to be free of smouldering materials and flames.	<input type="checkbox"/>
Stub end of welding rods and other hot waste materials have been removed and disposed of safely.	<input type="checkbox"/>
Any isolated automatic fire detectors or detection zones have been reinstated	<input type="checkbox"/>
All equipment including gas cylinders have been removed to a safe area	<input type="checkbox"/>
TIME INSPECTIONS COMPLETED: (this must be at least 60 minutes after the hot work has been completed)	<input type="checkbox"/>
Signed	Block Capitals
Date	Position

D SIGN OFF BY ISSUER OF PERMIT

The hot work has been completed. Any detector(s) or zones of the fire alarm system that were isolated have been fully reinstated	
Signed	Block Capitals
Date	

HOT WORK PERMIT – CHECKLIST

The following checks should be carried out prior to commencing hot work. The person carrying out these checks should tick the appropriate boxes

GENERAL

Wherever practicable the use of hot work should be avoided and a safer way employed. If you cannot comply with the following points, do not go ahead with the hot works.

Fire Protection

A trained person not directly involved with the work will provide continuous fire watch during the period of hot work. Following completion of each period of work, the continuous fire watch will remain in place for at least 30 minutes (Normally at least 60 minutes) with further checks at regular intervals, up to 60 minutes after completion, to ensure that the working areas and all adjacent areas, including the floors above, below and areas on the other sides of walls, screens, partitions, and above false ceilings are free of smouldering materials and flames.

At least 2 appropriate fire extinguishers are immediately available with records showing that they have been maintained in the last 12 months. The personnel undertaking the work and providing the fire watch are trained.

Personnel involved with the work and providing the fire watch are familiar with the means of escape and methods of raising the alarm/calling the fire brigade.

PRECAUTIONS WITHIN 10M (MINIMUM) OF THE WORK

Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose – made blankets, drapes or screens.

Flammable liquids have been removed from the area.

Floors have been swept clean. Combustible floors have been covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered.

Protection (non-combustible or purpose-made blankets, drapes or screens) has been provided for:

- Walls, partitions and ceilings of combustible construction or surface finish; and
- All holes and other openings in walls, partitions and ceilings through which sparks could pass

Where work is being carried out on building panels, an assessment has been made of insulating or other materials behind or forming the core of the panels.

Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.

Enclosed equipment (tanks, containers, dust collectors etc) has been emptied and tested, or is known to be free of flammable concentrations of vapours or dust.

EQUIPMENT

Equipment for hot work has been checked and found to be in good repair. Gas cylinders have been properly secured

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

REVIEW OF FIRE RISK ASSESSMENT

Address of Property: Enstone Parish Hall
The Paddocks
Enstone
Oxfordshire

Person(s) consulted:

Assessor:

Date of Fire Risk Assessment:

Date of Previous Fire Risk Assessment: 2019

Suggested Date for Next Review¹:

The purpose of this report is to review a previous assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

[Date]

¹ The original fire risk assessment should be reviewed again by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

GENERAL INFORMATION

1. Significant changes identified since the time of the previous fire risk assessment in respect of:
 - 1.1 The premises:
 - 1.2 The occupancy:
 - 1.3 The occupants (including occupants at special risk):
 - 1.4 Fire loss experience:
 - 1.5 Application of fire safety legislation:
 - 1.6 Other relevant information:

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

2. Significant changes in measures to prevent fire since the time of the fire risk assessment:

3.1 Are there adequate measures to prevent fire? Yes No

3.2 Comments and hazards observed:

4.1 Are housekeeping and maintenance adequate? Yes No

4.2 Comments and deficiencies observed:

-

FIRE PROTECTION MEASURES

5.1 Significant changes in fire protection measures since the time of the fire risk assessment:

6.1 Are the means of escape from fire adequate? Yes No

6.2 Comments and deficiencies observed:

7.1 Are compartmentation and linings satisfactory? Yes No

7.2 Comments and deficiencies observed:

8.1 Is there reasonable emergency escape lighting²? Yes No

8.2 Comments and deficiencies observed:

9.1 Are there adequate fire safety signs and notices? Yes No

9.2 Comments and deficiencies observed:

10.1 Are the means of giving warning of fire adequate³? Yes No

10.2 Comments and deficiencies observed:

11.1 Is the provision of fire extinguishing appliances adequate? Yes No

11.2 Comments and deficiencies observed:

12.1 Comments on other fixed fire protection systems?

² Based on visual inspection only.

³ Based on visual inspection only.

MANAGEMENT OF FIRE SAFETY

13.1 Significant changes in management of fire safety since the time of the fire risk assessment:

14.1 Are arrangements for management of fire safety adequate?

Yes No

14.2 Comments and deficiencies observed:

15.1 Are fire procedures adequate?

Yes No

15.2 Comments and deficiencies observed:

16.1 Are the arrangements for staff training and fire drills adequate?

Yes No

16.2 Comments and deficiencies observed:

17.1 Are the arrangements for testing and maintenance of fire protection systems and equipment adequate?

Yes No

17.2 Comments and deficiencies observed:

18.1 Are there adequate records of testing, maintenance, training and drills?

Yes No

18.2 Comments and deficiencies observed:

FIRE RISK ASSESSMENT

On the basis of the criteria set out in the original fire risk assessment, it is considered that the current risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

ACTION ON PREVIOUS ACTION PLAN

Have all previous recommendations been satisfactorily addressed?

Yes

No

Brief details of recommendations not yet implemented.

NEW ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

Definition of priorities (where applicable):

1.

**Priority
(where
applicable)**