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**Ingatestone and Fryerning Parish Council
Seymour Pavilion Fire Risk Assessment
(Regulatory Reform (Fire Safety) Order 2005)**

This Risk Assessment was adopted at a **xxxxx on xxxxx** and relates to Seymour Pavilion, New Road, Ingatestone, CM4 0HH.

The purpose of this report is to provide an assessment of the risk to life from fire in the building, and, where appropriate to make recommendations to ensure compliance with fire safety legislation. It is based on visual survey and information provided by the organisation. No physical testing of equipment or systems was undertaken. This Fire Risk Assessment should be reviewed by a competent person by the date indicated below or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

The fire risk assessment conducted by:

Name:

Position:

and

Name:

Position:

Date of survey and report:

Date of previous report:

Suggested date for next review:

The aims of this fire risk assessment

- To identify any fire hazards in and around the premises
- To reduce, to as low as reasonably practicable, the risk of those hazards causing harm
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire starts

Definitions

- 'Hazard': anything that has the potential to cause harm
- 'Risk': the chance of that harm occurring

1. Identification of fire hazards

This section deals with the identification of potential ignition sources, the materials that might fuel a fire and the oxygen supplies that will help it burn

a. Sources of ignition

Ignition source identified	Location / Remarks
Smokers / cigarettes	Although visitors are not supposed to smoke on the premises, there is a possibility that some may ignore this
Electrical equipment	Electrical equipment includes general equipment throughout. There is a cooker in the kitchen
Arson / vandalism	The possibility of deliberate ignition cannot be ignored
Cooking / snacking	There are facilities within the kitchen area which include an oven, hot water boiler and urn
Heating	The main heating system is electric

b. Sources of fuel

Combustible materials	Location / Remarks
Toilet paper	There are designated storage areas for toilet tissue
Hirers rubbish	Quantities of waste are minimal, as waste is removed to outside areas on a regular basis
Others	Furniture associated with the hall and small quantities of flammable liquids and gases, mostly within the cleaner's cupboard

c. Sources of oxygen

Oxygen source	Location / Remarks
Natural ventilation, eg through windows and doors	No sources other than in normal acceptable quantities
Mechanical ventilation	

2. Evaluation of fire risk (risk of fire occurring)

This section deals with the evaluation of the risk of fire occurring and , where appropriate, spreading

a. Sources of ignition

Ignition source identified	Location / Remarks
Smokers / cigarettes	Carelessly discarded or improperly extinguished cigarettes could start a fire
Electrical equipment	Worn, damaged or untested electrical equipment could start a fire
Arson / vandalism	Risk of combustible materials being deliberately ignited
Cooking / snacking	Worn, damaged or untested equipment could overheat and misuse of cooker could start a fire
Heating	Faulty heaters could overheat and start a fire

b. Sources of fuel

Combustible materials	Location / Remarks
Toilet paper	Extraneous combustible materials could assist in the starting / spreading of fire. The risk of fire spreading through the
Hirers rubbish	sources of fuel is low
Others	Furniture, furnishings, fabric could become ignited and start or aid the spreading of fire. Flammable gases and liquids could assist in the spread of fire if not stored correctly

c. Sources of oxygen

Oxygen source	Location / Remarks
Natural ventilation, eg through windows and doors	No sources other than in normal acceptable quantities
Mechanical ventilation	None present at time of inspection

3. Elimination or reduction of fire hazards

a. Elimination or reduction of ignition sources

Ignition source	Location / Remarks
Smokers / cigarettes	No smoking signs are provided and displayed in accordance with current legislation
Electrical equipment	Portable electrical equipment is PAT tested every 12 months by a competent person Other cooking equipment is periodically inspected to ensure that it is free from damage and excessive wear, and is clean and in good order
Arson / vandalism	PIR lighting and CCTV is provided for outside and inside
Heating	Ensure the boiler and heaters are serviced annually

b. Elimination or reduction of fuel sources

Fuel source	Location / Remarks
Toilet paper, furniture, hirers rubbish and stored boxed items	Combustible materials are kept in their designated areas, and clutter is avoided where possible Waste materials are minimal and well managed
Others	Small quantities of flammable liquids and gases are stored in a safe manner to minimise risk

c. Elimination or reduction of oxygen sources

Oxygen source	Location / Remarks
All sources	It is not possible to reduce oxygen sources

4. Identification of people at risk

People at risk	Comments
People who use the hall	Recommended limiting number to 100 standing, 39 seated at tables and 59 seated in rows
People with disabilities or special needs	None identified at the time of inspection but should be catered for as and when the need arises

5. Evaluation of risk from fire to identified people

People at risk	Comments
People who use the hall	A fire in the kitchen could prejudice the means of escape via the main entrance

6. Elimination or reduction of risk to people

	Comments
Are the means of detecting and giving warning of fire adequate for the risk?	Yes – smoke detectors are audible and a verbal (shouted) warning of fire is deemed to be adequate in the hall
Is there sufficient, well-maintained fire fighting	Yes – sufficient extinguishers are provided and serviced annually

equipment sited throughout the building?	
Are the means of escape safe, or sufficient width and number and within accessible travel distance limits	Yes
Is normal and emergency lighting sufficient for the premises	Yes – all units are in good working order
Are there enough appropriate signs and notices?	
Are maintenance and testing arrangements adequate?	
Are fire procedures adequate for the premises?	Yes – there are sufficient fire escape doors in the building to cover all situations

7. Remedial action required and actions taken

Section	Remedial action required	Rectify by (date)	Date rectified

8. General comments / other recommendations

Section	

9. General comments / other recommendations

It is recommended that the first review is carried out 12 months after the initial assessment and every 3 years after or earlier if there is a specific reason

Date	By whom	Remarks	Signature

10. Emergency plan

Purpose of the plan

The purpose of this plan is to ensure that all occupants of these premises know what to do in the event of a fire, and to ensure that the premises can be safely evacuated should a fire occur. The management committee will generally be responsible for ongoing compliance with fire safety legislation and for fire safety management in the premises, but this plan will also serve to help identify additional and specific responsibilities of others in the event of fire or other emergency requiring evacuation.

Fire Risk Assessment

A Fire Risk Assessment as required by law has already been carried out on the premises. The results of this assessment, and any remedial action taken consequently, have been fully considered in the drawing up of this plan. It is vital that occupants become familiar with this plan and procedures, in order that in the event of a fire occurring, we can ensure, as far as possible, the safety and well being of all people that are likely to enter the building, particularly members of the public and contractors.

If a fire is discovered

If you discover or suspect a fire, you must raise the alarm by shouting "Fire!"

Evacuation of premises

In the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs, and who may require varying degrees of assistance.

Evacuation should take place in an urgent but orderly manner, and those leaving the building should report to the assembly point in the car park, where a roll call will be carried out by the organiser to ensure that everyone has evacuated the building safely.

It will be the task of the person responsible for the hall at the time to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to the toilets.

Calling and liaising with the fire service

Upon hearing the fire alarm, the responsible person will alert the fire service by dialling 999 when outside the hall. It is not safe to do so within the premises, this will be done outside by mobile phone. Upon arrival of the fire service, the responsible person will meet with the officer in charge and relay as much information about the incident as possible including;

- Persons missing or trapped in the building, where and when they were last seen
- Where the fire is, what it involves and how big
- Where the building services are and whether they have been isolated
- Any special hazards in the building which may affect the safety of the personnel
- Any other information that is considered useful.

Remember that once evacuation has taken place, the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.

Fire fighting

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, only if it is considered safe to do so and only after the alarm has been raised. If it is not possible to extinguish the fire, every effort should be made to contain it to the room or area of origin. Regardless of whether the fire has been extinguished or not, the fire service must be called, and people must not re-enter the building until the senior fire officer has deemed it safe to do so.