

James Hargreaves Community Hall Annual General Risk Assessment:
Risk Assessment and Review on 29th June 2021: next due January 2022

Management Requirements	Y	N	Observations
Has a Fire Risk Assessment been carried out?	Y		It is carried out annually. Last reviewed June 2021
Has an Emergency Plan been prepared?	Y		If there are recommendations from this review
Is there a planned review?	Y		Annually and linked to 3 Year Development Plan
Are there appropriate procedures for serious and imminent danger?	Y		Recommendations from this review addressed in monthly meetings
Are employees provided with relevant information?	Y		Reviews held at Committee Meetings
Are contractors (workers on site) given adequate information?	Y		Briefed on site
Is flammable waste and rubbish removed to a place of safety?	Y		All waste removed to outside trade sacks and collected fortnightly
Is the workplace suitably secured against unauthorised entry?	Y		Front door has mortice bolt and cylinder lock. Windows are sealed upvc units which are kept locked. No access possible via rear fire door
Are procedures in place for contacting the Emergency Services?	Y		Location & 999 procedures on notice board in hall
Are procedures in place for meeting and guiding the Emergency Services	Y		Hall emergency contacts (Gerry and Kay) to meet services at A35 junction
Are procedures in place for briefing the Emergency Services about hazards?			n/a
Are all items of portable electrical equipment tested regularly?	Y		Annually PAT Testing required every year; tba Kay 2021
Is the premises wiring regularly tested?	Y		Full review May 2021; next due 2026
Are designated smoking areas provided?		N	Smoking prohibited inside the hall. 'No smoking' signs in the hall
Have measures been taken to protect against arson?	Y		Area locked, security lights in place, flammable materials removed
Are combustible materials and flammable materials stored safely	Y		Shed contents full reviewed Feb 2021
Are measures taken to ensure the hall is kept clear of obstructions and complies with Health & Safety Guidelines	Y		Reviews are carried out and issues addressed in Committee meetings
Maintenance	Y	N	Observations
Is all fire safety equipment in good working order?	Y		Checked regularly and replaced if required (see notes below)
Is there a suitable system of maintenance?	Y		Regular Reviews are carried out and discussed in Committee Meetings
Are maintenance records available?	Y		Records with equipment & PAT testing checklist retained by Kay
Safety Assistance	Y	N	Observations
Is there a procedure in place for evacuating disabled staff and visitors?	Y		Ramp at front door, details also in booking form & Disability Equality Survey
Training	Y	N	Observations
Have staff received training in fire safety procedures?			n/a
Are training records available?			n/a

Emergency Routes and Exits	Y	N	Observations
Are the emergency routes and exits clear?	Y		Signs are in place
Do they lead directly to a safe place?	Y		Users should meet out by the grass triangle, away from the hall
Do signs indicate exits?	Y		Illuminated signs on rear exit and signs by front door
Fire Alarm System	Y	N	Observations
Are there means for giving warning of fire?	Y		Smoke alarms are fitted
Are there automatic means for detecting fire?	Y		Smoke alarms are fitted and tested regularly
Are warning and detecting devices tested regularly?	Y		Smoke alarms are fitted and tested regularly
Lighting (Normal & Emergency)	Y	N	Observations
Are emergency routes and exits adequately lit?	Y		Rear outside lights installed at front and rear
Fire Fighting Equipment	Y	N	Observations
Is fire fighting equipment provided?	Y		Fire Extinguishers and a Fire Blanket located on a wall in the kitchen
Is fire fighting equipment easily accessible, simple to use and indicated	Y		See above
Information to employees	Y	N	Observations
Are staff (Committee) aware of the fire risk assessment findings?	Y		Reviewed in Committee Meetings, documented and sent to Committee
Have staff (Committee) seen copies of any formal report?	Y		Reviewed in Committee Meetings, documented and sent to Committee

Recommendations:

- Fire fighting equipment, smoke alarms, emergency lighting require regular testing and recording: 3 Fire extinguishers present. One in the hall, checked and indicator is green and safe to use. Second one is on the wall in the kitchen, checked and indicator is green and safe to use. Third one is one kitchen window sill, shows as out of date 01-2011, however indicator is green and therefore still safe to use. The fire blanket complies with the current standard of
- BS EN 1869-1997. All equipment was reviewed 29/06/2021.
- All ladders must be inspected for safety prior to use: New ladders were purchased early 2015 to replace old ones deemed unstable.
- All cleaning chemicals should be secured from children: Only cleaning products in the hall are under the kitchen sink. Children are not permitted in the kitchen area.
- Hand Drier in the kitchen was replaced 2021..
- Smoke alarm in hallway was tested, June 2021.
- PAT testing is required to be carried out June 2021: tba Kay.