

FIRE Risk Assessment – Record of significant findings

Risk assessment for Building: James Hargreaves Hall Address: The Green, Morcombelake, Bridport, Dorset, DT6 6EA	Assessment undertaken by Date: 29/06/2021 Completed by: Hall Committee Signature:
Floor/area: A large community hall single storey detached, with kitchen and toilet. A loft hatch leads to large loft space used for storage.	Use: Village Hall used by the surrounding communities – hired out for clubs and events on a daily basis

Step 1 – Fire hazards

Sources of ignition Electrical Appliances Electric Heaters	Sources of fuel Cooking oil Soft Furnishings Art Materials	Sources of oxygen Cleaning Materials
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Step 2 – People at risk

Committee members and users of the hall.

Step 3 – Evaluate, remove, reduce and protect from risk

What is the risk? Who is at risk? Action taken to remove and reduce the hazards that may cause a fire Action taken to remove and reduce the risk to people from a fire	The Hall is only fitted with Electrical services. Normal risk from Cooking, covering heaters, etc. (Smoking is not allowed). All users of the Hall. Annual Electrical testing of all appliances (PAT Test) Immediate removal of any damaged equipment Correct fusing of all electrical appliances ELCB fitted to all appliance circuits Limited cleaning products kept in kitchen cupboard (under sink). - Full Review and updating of electrical systems April 2021 - Smoke detector fitted and tested periodically - Fire Extinguisher and Fire blanket are installed in the kitchen. New fire extinguisher purchased 2016. All conform to current standards. - Signage not to cover heaters no longer required as signage is on the front of the heaters (new heaters acquired Aug 2014, Oct 2016, 2017 and 2020). - Heat controllers fitted 2021 - Regular Reviews undertaken to assess risks. - Emergency exit signage in place and evacuation procedures documented to ensure safe and quick evacuation in the event of fire. Signage reviewed on a regular basis and as part of this assessment: renewed May 2021. - Sign added to ensure fire door remains closed when the hall is not in use (Nov 2015) - New fire retardant blind was installed in kitchen hatch (2020)
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Assessment review

Assessment/Review date	Completed by	Signature