

# Fire Risk Assessment

## Brookwood Memorial Halls



The Fire Safety Order 2005 makes it a legal requirement for responsible persons to assess fire safety risks and plan for emergencies, and document the outcomes. The Management Committee is the responsible party and should affirm their assessment of risks, controls and required measures to reduce risks. The Order replaces existing fire safety regulations. Under the Licensing Act 2003, fire authorities may wish to inspect the documents. Fire safety responsibilities of those hiring premises must be documented with the terms of hire. Relevant guidance has been drawn from the Government publication ‘Fire Safety Risk Assessment - Small and Medium Places of Assembly’ published: 5 June 2006

The Fire Risk Assessment of the premises has been conducted with the following results:

<b>Fire Hazards</b>	<b>Risks</b>	<b>Evaluate, remove, reduce</b>	<b>Action plan</b>	<b>Status</b>
Kitchen – cooking hot surfaces	Hirers, children	Warning notice hot surfaces, fire blankets, fire extinguishers. Warning notice no unsupervised children allowed in kitchen. Committee member reviews condition and faults log at least monthly and reviewed weekly by Caretaker and logged in iAuditor. Burns Kit in kitchen	Monitor	OK
External gas storage cage Scouts and Guides	Hirers, children	Safe condition, locked cages, warning sign. Remind Scouts and Guides annually on limiting combustible storage in huts. Checked weekly by Caretaker and logged on iAuditor.	Monitor	OK
Flammable materials under stage	Hirers, children	No increase in materials	Monitor	OK

Emergency instructions	Hirers, children	On all passageways and Committee Room walls, referenced in Hire Instructions	Monitor	OK
Flammable fabrics	Hirers, children	Small Hall curtains new proofed 3Q2016 Large Hall curtains reproofed 1Q07 Stage all curtains replaced Feb 2020 flameproof.	Monitor	OK
Electrical safety – Main system	Hirers, children	Triannual professional check. Major changes check. Fuse cupboards locked.	Performed June 2022 (next check 2025)	OK
Portable electrical safety	Hirers, children	Annual competent person check each January. PEE inspection log, instructions to cleaner.	Performed Jan to Mar 2023 Reminder to cleaner annually Monitor	OK
Gas boilers	Hirers, children	Weekly visual check by Caretaker and logged on iAuditor Annual professional check/service. Co2 alarms near boilers tested weekly by a Caretaker and logged on iAuditor	Serviced 3Q2021 Continue annual	OK
Escape routes, lighting, signs	Hirers, children	Weekly visual check by Caretaker and logged on iAuditor. Annual duration check. Hirer instructions cover their responsibilities.	Reminder to cleaner annually Continue	OK



		Cleaner instructed to report failures.		
Firefighting equipment	Hirers, children	Hirer instructions covers. Weekly visual check by Caretaker and logged on iAuditor. Annual extinguishers professional service and inspection.	Serviced checked Jan 2023, Jan 2024 Continue	OK
Alarms	Hirers, children	Detectors for smoke in passageways, Co2 in boiler rooms, weekly check by Caretaker and logged on iAuditor. Oral alarm effective. Hirer instructions cover.	Continue	OK
Staff training, awareness, lone working	Cleaner, Committee members, Caretaker	At Risks instructed and annually reminded to avoid risks.	Continue	OK