

**HUNDLEBY PARISH ROOMS**  
**ANNUAL FIRE RISK ASSESSMENT**  
**November 2022**

## Fire Risk Assessment

Premises Name	Hundleby Parish Rooms
Address	Church Lane, Hundleby, PE23 5NA
Premises description	Brick construction circa 1842, consisting of an L shaped main hall with separate rooms for kitchen, toilets and store cupboards
Hours of business	Variable
Max number of persons at any one time	60
Responsible Person	Parish Council Councilors
Building Owner	Hundleby Parish Council
Assessment date	17 November 2022
By	Jeanette Amaral & Jane Slaymaker

## Hazard Identification

Sources of Ignition	N/A	Yes	No
Electrical installation regularly inspected?		✓	
Electrical equipment PAT tested?		✓	
Portable or fixed heating kept away from combustibles?		✓	
Multipoint adaptors/extensions kept to a minimum?		✓	
Electrical flexes safe from physical damage?		✓	
Smoking permitted in and around premises?			x
Any process that produces heat?		✓	
Sources of Fuel			
Safe storage of combustible materials?		✓	
Flammable liquids kept on the premises stored safely?	N/A		
Standard of housekeeping satisfactory?		✓	
Procedures to protect from arson in place?		✓	
Any other sources of fuel not mentioned above?			x
Sources of Oxygen			
Any sources of oxygen other than air?			x

Comments - heat process is cooker, water boiler and hall heaters

## Means for Giving Warning

Fire Alarm and Detection System	N/A	Yes	No
Does the building have a means for giving warning in case of fire?		✓	
Is the means for giving warning appropriate and does it meet the building requirements?		✓	
Is the alarm audible throughout the building?		✓	
Is the number and siting of call points satisfactory?	N/A		
Is the detection sufficient and appropriate for the building's needs?		✓	
Are any detectors or call points obstructed?			x
Are all employees aware of how to raise the alarm?		✓	
Are employees trained on how to raise the alarm?		✓	
Is the fire alarm system tested on a weekly basis?	N/A		
Does the system have a battery back up?	N/A		

Comments – there is no mechanical means of fire alarm. If someone finds a fire it is their responsibility to make an audible alarm and ask people to evacuate the building.

## Means of Escape

General	N/A	Yes	No
Is there an alternative exit from all areas of the premises?		✓	
Are travel distances acceptable?		✓	
Are there any dead end situations?			x
Are all escape routes unobstructed and free from combustibles?		✓	
Suitable arrangements in place for inner room conditions?	N/A		
Are escape routes adequately protected?		✓	
Doors			
Are there sufficient exits of suitable size to allow egress for all occupants?		✓	
Can all exits be immediately opened without the use of a key?			x
Are all internal fire doors in good condition, fitted with appropriate devices and in working order?		✓	
Are any internal doors wedged open?			x
Are all automatic door fastenings fail safe open and provided with an override facility?	N/A		
Signage			
Is the premises fitted with sufficient exit signage?		✓	
Are all escape routes clearly identified?		✓	
Does the signage comply with BS 5499?		✓	

Are all doors fitted with appropriate label signage?		✓	
Any external signage required?			x
Are there adequate staff notices?		✓	
Are illuminated exit signs required?		✓	
Lighting			
Is emergency lighting required?		✓	
Are all escape routes adequately illuminated?		✓	
Are additional emergency lighting luminaires needed?			x
Do emergency lighting units appear to be charging?		✓	
Is emergency lighting maintained and tested according to BS 5266?		✓	

## Comments –

Widths of escape routes and exits minimum width for an escape route should ideally be 1050mm but in any case not less than 750mm and where **wheelchair users are likely to use it not less than 900mm. (Lincolnshire Fire & Rescue occupation calculations)**. The main front door for disabled access is smaller than 900m. This should be factored in any future building adaptations.

Keyholders/Hall users must ensure for fire safety purposes that the back kitchen door fire exit is unlocked when the building is in use.

## Portable Fire Fighting Equipment

	N/A	Yes	No
Are additional extinguishers required?			x
Are extinguishers correctly positioned?		✓	
Are extinguishers appropriate to the risk and of sufficient capacity?		✓	
Are fire blankets required?		✓	
Are extinguishers obstructed?			x
Are extinguisher signs required?		✓	
Have extinguishers been serviced?		✓	

Comments

## Fixed Installations

	N/A	Yes	No
Is the building provided with a sprinkler system?			✓
Is the building provided with a wet/dry riser?			✓
Is the building provided with a gas flooding system?			✓
Is the building provided with a smoke control system?			✓
Is the building provided with any other fixed installation?			✓
Are hose reels provided?			✓
Are fixed installations tested to current BS standards?	N/A		
Are all protection systems provided with appropriate signage?	N/A		
Are all protection systems provided with appropriate alarms?	N/A		

Comments



## Arson

	N/A	Yes	No
Are the premises reasonably secure during the hours of darkness?		✓	
Is there a reasonable standard of external lighting?		✓	
Could external rubbish/waste put the building at risk?			x
Are wheelie bins lockable?			x
Are wheelie bins remote from the building?		✓	
Is CCTV provided?	N/A		

Comments – all waste is removed from the building by hirers

## Maintenance and Record Keeping

	N/A	Yes	No
Is there a suitable and sufficient risk assessment?		✓	
Is the risk assessment reviewed on a regular basis?		✓	
Is there a suitable and sufficient emergency action plan?		✓	
Is a log book kept within the building?			x
Are there up to date records of:			
Fire alarm testing	N/A		
Fire alarm actuations	N/A		
Emergency lighting testing		✓	
Means of escape testing		✓	
Fire extinguisher testing		✓	
Fixed installation testing	N/A		
Staff fire training		✓	
Fire drills			x

Comments – there are currently no fire evacuation drills. Two need to happen in a 12 month period and be recorded in the fire log book. Log book to be kept within the building.

## Emergency Action Plan

	N/A	Yes	No
Is there a written site specific fire emergency action plan		✓	
Is the location of the fire assembly point specified on staff fire notices		✓	
Does the fire emergency action plan include details of the following:			
Action on discovering a fire		✓	
How to raise the alarm		✓	
Action on hearing fire alarm		✓	
Procedure for alerting members of the public		✓	
Evacuation procedure to reach the assembly point		✓	
Location and when appropriate the use of fire fighting equipment		✓	
Importance of closing fire doors			x
Isolation of machinery	N/A		
Reason for not using lifts	N/A		

Comments – importance of closing fire doors to be added to the fire evacuation plan

## Staff Training

	N/A	Yes	No
Are staff given information as to the contents of the fire risk assessment		✓	
Are staff given written copies of the premises emergency action plan		✓	
Are staff being trained in the following areas:			
Discovering a fire		✓	
Raising the alarm		✓	
Action on hearing fire alarm		✓	
Procedure for alerting members of the public		✓	
Evacuation procedure to reach the assembly point		✓	
Location and where appropriate use of fire fighting equipment		✓	
Importance of closing fire doors			x
Isolation of machinery	N/A		
Reason for not using lifts	N/A		
Information on specific hazards to the premises	N/A		
Requirements for specific role of fire marshall		✓	
Are fire drills undertaken			x

Comments – fire evacuation drills will be put in place

## Action Plan

Area	Detail	Action Required	Risk L/M/H	By whom	By when	Completed
Kitchen	Rear fire exit door	All hall users to unlock this door when the building is in use. Add this to the amended hire agreement and put a sign on the back door	M	Jane/Jeanette	Immediate	
Fire	Log book	Jane to ensure that log book is maintained and kept within the building	L	Jane	Immediate	
Fire	Evacuation Drills	Ensure that 2 drills are carried out in a 12 month period and recorded in the log book	M	Jane/Jeanette	Within the next 2 month	

Emergency Action Plan	Action plan	Add the importance of closing fire doors to the emergency action plan	M	Jane	Immediate	
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