

## Risk Assessment – Record of significant findings for Little Berkhamsted Village Hall

Risk assessment for	Assessment undertaken by
Building: Little Berkhamsted Village Hall	Date: 21 November 2007
Location: Church Road, Little Berkhamsted, SG13 8LY	Completed by: Parish Council
Floor/area: Hall, kitchen, two toilets, storeroom. Approx 100sq. metres total floor area.	Signature: GR Irwin
	Use: Community meetings and social events. Hire to third parties.

### Step 1 – Identify fire hazards

Sources of ignition	Sources of fuel	Sources of oxygen
Electrical heaters and kitchen equipment.	Combustible materials in kitchen and Hall cupboards	No additional sources

### Step 2 – People at risk

1. People attending meetings and events in the Hall.
2. Occupants of the Cottage.

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

(3.1) Evaluate the risk of the fire occurring	Fire risks could arise from: 1) Electrical faults. 2) Combustible materials being in close proximity to heat sources. 3) Fire in adjoining Cottage. 4) Arson or negligence.
(3.2) Evaluate the risk to people from a fire starting in the premises	Evaluated as low risk. The Hall is predominantly open plan and a fire would be quickly detected. There are signposted and readily accessible front and rear fire exits. A range of suitable fire extinguishers and a fire blanket are located in the Hall and serviced annually. Mains powered smoke detectors are fitted to the Hall ceiling.
(3.3) Remove and reduce the hazards that may cause a fire	Switch off all electrical appliances (except fridge) when Hall is not in use and store all combustible materials in cupboards away from heat sources. Inspect all areas regularly for early signs of fire hazard (eg scorched plugs and sockets). Keep Hall locked when unoccupied. Strictly enforce 'No Smoking' requirement.
(3.4) Remove and reduce the risks to people from a fire	The current fire precautions are considered adequate but should be supplemented by the following actions: <ol style="list-style-type: none"> <li>1) Arrange five yearly electrical inspections (next in 2009).</li> <li>2) Strengthen Hall booking conditions to refer to legal duties of hirer re mitigation of fire risks and actions in event of fire.</li> <li>3) Arrange for smoke detectors to be installed on the Cottage landing.</li> </ol>

### Assessment review

Assessment/review date	Completed by	Signature

**Review outcome (where substantial changes have occurred a new record sheet should be used)**