

Risk Assessment — Record of significant findings

Risk assessment for	Assessment undertaken by	
Property/Address	Date: 12 Jan 2007	
Tiverton Village Hall Huxley Lane Tiverton CW6 9NB	Completed by: D Salmon, S A Armitage	
	Signature	
Sheet number	Floor/area	Use
1 of 1	Ground floor 90m ²	Public meetings, dances, lectures
Step 1 — Identify the hazards		
Sources of ignition	Sources of fuel	Sources of oxygen
Electric cooker hotplates, radiant electric heater, both in kitchen area. Small number of smoker/users.	Curtains at all windows Notice board papers; wastebins paper Flammable paints (Oil storage and boiler are outside occupied areas)	Small induced draught through doors/open windows from ceiling ventilation system.
Step 2 — People at risk		
Cleaners (usually two persons on a Friday morning) Hall hirers, mostly afternoons and evenings; many are elderly (over 70 years) No 'lone workers'		
Step 3 — Evaluate, remove, reduce and protect from risk		
(3.1)	Evaluate the risk of the fire occurring	Very low at all times
(3.2)	Evaluate the risk to people from a fire starting in the premises	Low – easy egress through sets of doors at either end of hall
(3.3)	Reduce and remove the hazards that may cause a fire	Paper rubbish segregated and disposed of weekly Flammable paints (all in metal tins) removed to gents toilet store – no flammables stored in kitchen area. Fire retardant curtains to be considered.
(3.4)	Reduce and remove the risks to people from a fire	Water fire extinguishers in hall; dry powder extinguisher and fire blanket in kitchen. Emergency escape lighting by exit doors, comes on in event of mains failure. Push-to-open emergency door release mechanism. Emergency exit signs (non-illuminated) to be considered.
Assessment review		
Assessment review date	Completed by	Signature
Jan 2008		
Review outcome (where substantial changes have occurred a new record sheet should be used)		