

Risk Assessment — Record of significant findings

Risk assessment for	Assessment undertaken by	
Property/Address	Date: 15 July 2010	
Tiverton Village Hall Huxley Lane Tiverton CW6 9NB	Completed by A Macready, 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 in kitchen area. Radiant electric heater now isolated and to be removed soon. Small number of smokers outside occupied areas	Curtains at all windows Notice board papers; wastebin paper Flammable paints Loft space used for storage of papers (outside occupied areas). Oil storage (not bunded) and boiler are outside occupied areas.	Small induced draught through doors/open windows and from ceiling ventilation system.

Step 2 — People at risk

Cleaners (usually a lone worker on a Friday morning)
Hall hirers, mostly afternoons and evenings; many are elderly (over 70 years)
No 'lone workers, apart from the cleaner.

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 disposed of fortnightly Flammable paints (all in metal tins) removed to gents toilet store – no flammables stored in kitchen area. Fire retardant curtains to be obtained when due for replacement.
(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 on emergency exit door.

Assessment review

Assessment review date	Completed by	Signature
July 2012		

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

Changes from original assessment: 12 Jan 2007: no smoking policy reduces potential sources of ignition, cleaner as 'lone worker', storage of papers in loft space.