



East Worlington Parish Hall

East Worlington, Crediton, Devon EX17 4TS

Charity Number 267969

Fire Risk Assessment

Date Completed: October 2019

Location	Sources of ignition, fuel and oxygen	Management of Location	Affected People	Management of People Affected
Main Hall	Fire introduced by users, e.g. candle, matches, etc.	NO Smoking Policy NO Naked Flame Policy Signage in place Fire Alarm in place Fire Fighting Equipment in place Maintain emergency exits in good order	Hall Users	Information on Booking Form Clear Escape Route and Marked Escape Exits Fire Stewards required Instructions not to block escape routes
Main Hall	Electrics <ul style="list-style-type: none"> • Lighting • Power Sockets • Equipment 	Cabling installed 2016 Armour cabling as required Maintained in good condition Equipment PAT Tested Fire Alarm in place Fire Fighting Equipment in place Maintain emergency exits in good order	Hall Users	Information on Booking Form Clear Escape Route and Marked Escape Exits Fire Stewards required Instructions not to block escape routes
Main Hall	Fire introduced by employees, volunteers, contractors, e.g. matches, tools, etc.	NO Smoking Policy Signage in place Fire Alarm in place Fire Fighting Equipment in place Maintain emergency exits in good order	Cleaner Contractors Management Comm. Volunteer Helpers	Clear Escape Route and Marked Escape Exits Induction and training of employees and volunteers Instructions for contractors Instructions not to block escape routes
Main Hall	Electrics <ul style="list-style-type: none"> • Lighting • Power Sockets • Equipment 	Cabling installed 2016 Armour cabling as required Maintained in good condition Equipment PAT Tested Fire Alarm in place Fire Fighting Equipment in place Maintain emergency exits in good order	Cleaner Contractors Management Comm. Volunteer Helpers	Clear Escape Route and Marked Escape Exits Induction and training of employees and volunteers Instructions for contractors Instructions not to block escape routes

Location	Sources of ignition, fuel and oxygen	Management of Location	Affected People	Management of People Affected
Kitchen	Cooker	Cabling installed 2018 Maintained in good condition Cooker purchased 2018 Equipment PAT Tested when required Fire Alarm in place Fire Fighting Equipment in place Maintain emergency exits in good order	Users	Information on Booking Form Clear Escape Route and Marked Escape Exits Fire Stewards required Instructions not to block escape routes
Kitchen	Electrical Items	Cabling installed 2018 Maintained in good condition Equipment purchased 2018 Equipment PAT Tested when required Fire Alarm in place Fire Fighting Equipment in place Maintain emergency exits in good order	Users	Information on Booking Form Clear Escape Route and Marked Escape Exits Fire Stewards required Instructions not to block escape routes
Kitchen	Fire introduced by users, volunteers, contractors e.g. candle, matches, tools, etc	NO Smoking Policy Signage in place Fire Alarm in place Fire Fighting Equipment in place Maintain emergency exits in good order	Cleaner Contractors Management Comm. Volunteer Helpers	Clear Escape Route and Marked Escape Exits Induction and training of employees and volunteers Instructions for contractors Instructions not to block escape routes
Kitchen	Flammable materials e.g. paper, cardboard, cloths, liquids (oils)	Maintain tidiness of kitchen Ensure flammable materials are not close to heat source. Remove flammable material after use Fire Alarm in place Fire Fighting Equipment in place	Users Cleaner Management Comm. Volunteer Helpers	Information on Booking Form for Users Clear Escape Route and Marked Escape Exits Fire Stewards required Induction and training of employees and volunteers Instructions for contractors

Location	Sources of ignition, fuel and oxygen	Management of Location	Affected People	Management of People Affected
		Maintain emergency exits in good order		Instructions not to block escape routes
Storeroom	Oil-fired boiler	Maintain boiler in good condition Service boiler annually Installed new in 2016	Users Cleaner Management Comm. Volunteer Helpers Contractors	Information on Booking Form for Users Clear Escape Route and Marked Escape Exits Fire Stewards required Induction and training of employees and volunteers Instructions for contractors Instructions not to block escape routes
Storeroom	Electrical Equipment, consumer unit etc.	Maintain in good condition Installed new in 2016	Users Cleaner Management Comm. Volunteer Helpers Contractors	Information on Booking Form for Users Clear Escape Route and Marked Escape Exits Fire Stewards required Induction and training of employees and volunteers Instructions for contractors Instructions not to block escape routes
Storeroom	Storage of flammable materials, e.g. paper, cardboard, cleaning liquids, decorating items	Keep tidy and away from heat source Fire alarm in place Fire Fighting equipment in place	Users Cleaner Management Comm. Volunteer Helpers Contractors	Information on Booking Form for Users Clear Escape Route and Marked Escape Exits Fire Stewards required Induction and training of employees and volunteers Instructions for contractors

Location	Sources of ignition, fuel and oxygen	Management of Location	Affected People	Management of People Affected
				Instructions not to block escape routes
Foyer / Toilet	Electrical lighting Electrical sockets Electrical equipment	Maintain in good condition Check monthly	Users Cleaner Management Comm. Volunteer Helpers Contractors	Keep Escape Route Clear Marked Escape Exits Fire Stewards required Induction and training of employees and volunteers Instructions for contractors Instructions not to block escape routes