

<b>Fire Risk Assessment Action Plan <i>Sedgeford Village Hall</i></b>	Responsible Person	Sedgeford Village Hall and Recreation Ground Committee	Date	9 <sup>th</sup> September 2020
	Risk Assessors	Richard Mills, The RedCat Partnership Ltd	This Review	N/A
			Next Review	1 <sup>st</sup> September 2021

**Table 1; Recommendations; Fire Prevention**

Item	Recommendation	Priority*	For Action By;	Completed on;
Candles	Refer to the safe use of candles in the Information for Hirers	M	Hirer's Agreement to be reviewed & amended	John Ward 21/10/20
Heating	The outbuilding has electric convector heaters; ensure some warning signs/instructions not to store materials close to, or against, the heaters.	M	Warning notice displayed	Charles Piggins 03/10/20
Store-room storage	Flammable material must not be stored close to (within, say 50cm – 1m) of the electrical distribution board.	H	Offending items moved and warning notice displayed	Charles Piggins 03/10/20
	Store flammable hand sanitiser 5l containers this in a way that makes it less likely to be damaged, knocked over, etc. and spilled.	H	Items repositioned	Charles Piggins 03/10/20

**Table 2; Recommendations; Fire Control/Mitigation**

Item	Recommendation	Priority*	For Action By;	Completed on;
Escape Routes	Might it be worth moving the steps to the opposite side of the stage (the Meeting Room door is less often used, and is not an escape route)?	M	Hirer's Agreement to be reviewed & amended	John Ward 21/10/20
Fire Doors	As and when the opportunity arises, upgrade fire doors to incorporate fire rated hinges and cold smoke/ intumescent seals.	L	By committee as appropriate	Charles Piggins 03/10/20
Management	Update the detailed Action Plan to include checking for false alarms.	M	Notice to Temporary Responsible Person amended	Charles Piggins 03/10/20

	Update the Information for Hirers section of the existing fire risk assessment	M	Notice to Temporary Responsible Person amended	Charles Piggins 03/10/20
	I'd advise ensuring that, for Committee organised events, there is a nominated Lead Person to take charge in the event of fire (ensure evacuation, call the fire service, preventing re-entry, etc).	M	By committee as appropriate	Charles Piggins 03/10/20

\* Priority; see main FRA document for key