



Registered Charity No 223015

Cononley Village Institute
Main Street
Cononley BD20 8NT

Risk Assessments
This document contains Fire Risk Assessment
Fire Evacuation Plan
General Building Risk Assessment.

Please familiarise yourself with these documents and procedures.

Introduction

Fire Safety Risk Assessment

This form is intended to assist small businesses in carrying out the fire safety risk safety assessment. It is suitable for use in simple premises, with a simple internal layout and small numbers of people present, e.g. small offices, shops or industrial units and where people can escape unaided. In buildings with complicated escape arrangements, large numbers of people or high fire safety risk processes a more comprehensive fire safety risk assessment may be necessary.

The enclosed information follows a simple [5 step guide](#) to completing a suitable assessment. The fire safety risk assessment does not need to be complicated, it should be a common sense review to identify the hazards (what could start a fire and what could burn), followed by consideration of the possible effects of a fire on people using the building. The important thing is that the fire safety risk assessment is systematic to ensure that every part of the premises is assessed. Every room, space or area, especially those not often used, should be included.

If you identify any significant risks you should consider if they can be reduced: first by removing the hazards and secondly by providing fire protection measures (e.g. automatic fire detection). These points should be addressed within the *'What needs to be done to make each situation safe?'* section. If your premises are located within a larger building and if a fire in your business could affect your neighbours, you should share the findings of your fire safety risk assessment with your neighbours.

Your fire safety risk assessment must be kept up to date. It is important to update the assessment if anything is changed that might affect the risk (e.g. new ignition sources or use of flammable liquids etc.). If you identify that either the likelihood of a fire occurring or there is a risk to people you may want to consider seeking further assistance.

Emergency Plan

The findings of the fire safety risk assessment should be used to prepare an emergency plan. The plan should set out to include what to do in case of fire, identify the escape routes, where to assemble and how to contact the Fire and Rescue Service. The fire safety equipment and any equipment that provides a possible ignition source (e.g. cooking, electrical appliances, etc.) should be regularly maintained to reduce the chance of fire and the risk to people. Frequent checks should also be made to make sure that the storage of materials, especially flammable materials, does not increase the risk of fire or prevent the use of escape routes. It is important that all members of staff know how to prevent fires and what to do if a fire does occur. To make sure that the emergency plan works regular fire drills should be carried out. For further guidance on the Regulatory Reform (Fire Safety) Order 2005 and for information and guidance on carrying out your fire safety risk assessment visit <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business> and follow the links in fire safety.

The 5 Step Guide to Fire Safety Risk Assessment

1. Identify the fire risks
2. Identify people at risk
3. Evaluate, remove, reduce and protect from risk
4. Record, plan, inform, instruct and train
5. Review

FIRE SAFETY RISK ASSESSMENT

DETAILS

Company Name:	Cononley Village Institute (Charity)
Premises Name:	Cononley Village Institute
Address:	Main Street Cononley North Yorkshire BD20 8NT
Responsible Person:	Becky Ward
Position:	Secretary of Cononley Village Institute Committee
Date of Assessment:	14/8/23. Signed off by CVIAC 6/11/23
Carried out by:	Becky Ward
Position:	Secretary of - Cononley Village Institute Committee
Use of the Premises:	Community Building used for ad hoc events, weekly classes and a Day Nursery during term-time

OCCUPANCY

Times in Use:	Weekdays:	07.00-22.00	Weekends:	09.00-23.30
Total Numbers of Staff:	Weekdays:	1 part-time	Weekends:	1 part-time
Total of all Persons Present:	Weekdays:	Approx. 30	Weekends:	15-100

SIZE

Total Size of Premises (M ²):	153.5 M ²
Number of Storeys:	1 plus loft storage
Number of Basements:	1 sealed

INDEMNITY

This document has been produced as a tool to assist you in completing a fire safety risk assessment of your premises. It is used entirely at your own risk to identify what you consider are your significant findings, and also whether you consider the information therein to be suitable and sufficient. It is in no way exhaustive and West Yorkshire Fire and Rescue Service accepts no liability whatsoever for any circumstances which may arise as a result of using this tool.

Step 1 - Identify Fire Hazards (Sources of Ignition)

Type	Location	Are existing control measures suitable?	
Naked Flames	Gas cooker	YES	
Portable Heaters and Heating Equipment	Fan heaters	YES	NO
Electrical Equipment	Various items (eg kettles) that are permanently in building are PAT tested on annual basis. Some hirers bring non PAT tested electrical equipment into the building – hire conditions amended to say ‘must be in good condition, used safely and not left unattended if plugged in.’	YES	
Cooking Equipment	Gas Hob, Electric Double Oven, Refrigerator, Water Heater, Dishwasher	YES	
Work Process Risk(s)	Use of kitchen only. Clear guidelines for use	YES	
Arson	Risks very low in village Smoke and Heat Alarms within the full alarm system	YES	
Smoking Materials	No smoking allowed. Smoke and Heat Alarms with full alarm system. To check if in loft storage	YES	
Other Sources (including Contractors)	Contractors – Clock maintenance, Plumber, Heating Engineer, Decorators. Nursery undertakes own Risk Assessment	YES	

If you have answered NO to any question above complete the details below: -

What needs to be done to make each situation safe?	Action required by whom	Date due	Date complete
✓ Fan heaters	Request Stepping Stones Nursery use safely.	30/9/23	6/9/23
✓ Non PAT tested electrical equipment	Changed hire agreement	30/9/23	6/9/23

✓	Smoke detector in loft	To check and install if necessary	31/12/23	5/11/23
✓				
✓				

Step 1 – Identify Fire Hazards (Sources of Fuel and Oxygen)

Type	Location	Are existing control measures suitable?		
Wood / Paper /Cardboard	Wooden floors and cupboards General use paper in building (eg nursery printer paper) Bulk items (eg toilet roll) kept in store cupboard.	YES		
Plastics / Rubber / Foam	Minimal	YES		
Retail Stock	None	YES		
Furniture and Fixings (curtains, blinds etc)	Curtains fireproofed. Furniture standard village hall. All stored correctly	YES		
Flammable Material (gases / liquids / paints / thinners / glues)	Some wine / beer, cleaning materials and tins of paint. All stored in cupboards or in the store room. To move flammable materials from loft space in case it gets too hot	YES		
Display Materials or Decorations	Some display materials on noticeboards. Christmas decorations stored or displayed from potential sources of ignition.	YES		
Waste Materials (refuse, packaging)	All moved to outside bins as they arrive.	YES		
Building Structure	Stone/Brick building. Refurbished and rewired 2012. Clock Tower refurbished 2020.	YES		
Oxygen Supplies (air conditioning units / bottles / piped supply)	None	YES		

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓ To check / install smoke detector in loft store	Kim	31/12/23	5/11/23
✓ To move flammable materials out of loft store	Kim	31/12/23	6/9/23
✓			
✓			

Step 2 – Identifying People at Risk

Type	Findings
<p>a) Sensory Risk:</p> <p>People with visual and / or hearing impairment(s)</p>	<p>Very loud and visual alarms. People with impairment not at risk</p>
<p>b) Mobility Risk:</p> <p>People with physical impairments</p>	<p>Disabled access available. Exit from Hall would need some assistance with chair lift or stairs</p>
<p>c) Familiarity Risk:</p> <p>People who may be new to the premises and not familiar to its layout, seasonal workers, contractors, visitors or customers</p>	<p>Building small and simple to understand. 3 rooms. Most users are local and familiar with it. Regular hirers reminded annually about evacuation procedure.</p>
<p>d) Numbers Risk:</p> <p>Large numbers of people, small numbers of disabled people</p>	<p>Some events attract large numbers, eg Beer Festival. Some are quite lively, individual organisers responsible for carrying out risk assessments at large events.</p>
<p>e) Lone Workers / People Working in Isolation / Others</p>	<p>No lone-worker normally other than Caretaker, relief caretaker or CVI member. They are familiar both with the Hall and the fire risks. (See Lone Worker Policy)</p>

Additional Information:

Step 3 ~ Evaluate, Remove, Reduce and Protect From Risk

Are ignition sources controlled to reduce the chances of fire?	YES	
Are combustible materials kept away from ignition sources?	YES	
Are all windows and openings closed last thing at night?	YES	
Is your fire alarm system adequate for your premises?	YES	
Will everybody be warned if the fire alarm operates?	YES	
Can everyone escape without assistance?	YES	No
Is the means of escape adequate for the layout of the building?	YES	
Are all fire exits easily identified by correct signage?	YES	
Are escape routes free from obstruction and storage?	YES	
Are all doors on escape routes easily opened without a key?	YES	
Do all doors on escape routes open in the direction of escape?	YES	
Can everyone escape in a reasonable time?	YES	
Are escape routes adequately lit if the regular lighting system fails?	YES	
Is the lighting adequate to illuminate circulation routes?	YES	
Do you have fire fighting equipment?	YES	
Is the fire fighting equipment adequate for the risks present?	YES	
Are housekeeping and general waste management adequate?	YES	
Are security arrangements sufficient to prevent unauthorised access?	YES	
Are measures adequate to prevent the incidents of arson?	YES	
Are your premises free of any large open roof spaces or concealed ceiling voids?	YES	NO
Would a fire in your premises be contained wholly within it?	YES	
Can the fire service easily get to your premises?	YES	



If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
✓ Disabled evacuation from main hall	An organiser must be aware of any disabled person requiring help to exit the building in case of fire and provide relevant assistance	N/A - ongoing	
✓ Loft storage above store room	Check if smoke detector in situ	31/12/23	5/11/23

✓			
✓			
✓			

Step 4 ~ Record, Plan, Inform, Instruct and Train

You must record your fire safety arrangements – this includes:

Have you made an emergency plan?

YES

Have you provided fire instruction and staff training?

YES

Are there records of fire drills to test your training and emergency plan?

NO

Are there records of maintenance on all fire safety measures?

YES

Have you recorded the significant findings of this assessment on Page 9?

YES

If you have answered NO to any question above complete the details below: -

<i>What needs to be done to make each situation safe?</i>	<i>Action required by whom</i>	<i>Date due</i>	<i>Date complete</i>
Check Record Book for Fire Drill/Evacuation. Agreed not to require regular groups to undertake fire drills. Annual reminder to regular hirers about fire evacuation procedure. Stepping Stones nursery have own procedures.	CVI Committee		

Step 5 ~ Review

Your fire safety risk assessment must be kept up to date

Date of next review

It is recommended that you review your fire safety risk assessment regularly (recommended every 12 months) **OR** if you make changes to the layout of your premises, any changes to work processes, significantly increase the amount of combustible materials stored or displayed or sources of ignition, change your opening hours (e.g. to include night time opening etc.) or any failures in your fire safety precautions then you should review your fire safety risk assessment.

5th September 2024

For further information visit the website – www.firesafetyguides.communities.gov.uk or contact the Fire Protection Section of West Yorkshire Fire & Rescue Service on 01274 682311.

A copy of this form can be downloaded from www.westyorksfire.gov.uk and follow the links from fire safety then legislative fire safety.

SIMPLE PREMISES FIRE SAFETY RISK ASSESSMENT

LEVEL OF FIRE RISK

In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded as 'higher'. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g. heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread.

In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as 'lower'.

In most cases however, the risk will usually be 'normal'.

Taking into account both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Normal High

In this context, a definition of the above terms is as follows: -

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Normal: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly (recommended to be annually).

SIMPLE PREMISES

FIRE SAFETY ACTION PLAN

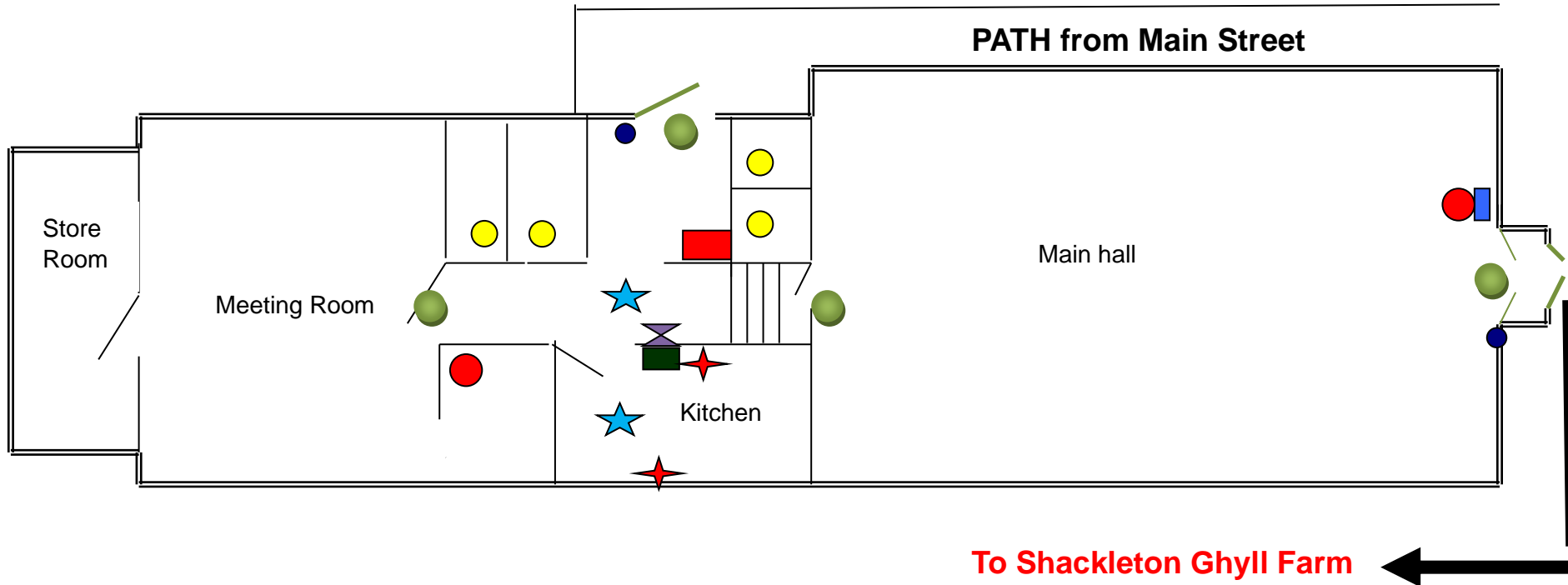
Each item should be allocated a priority as follows: -











Priority 1:	Needs attention immediately
Priority 2:	Needs attention within 1 month
Priority 3:	Needs attention within the next 6 months
Priority 4:	Needs attention within the next 12 months

Ref:	Action Required	Priority	Action by Whom	Completion Date
1	Confirm status of non PAT tested electrical equipment	3	CVI committee	5/11/23 – hire agreement changed
2.	Check alarms for loft storage	3	CVI committee	5/11/23

CONONLEY VILLAGE INSTITUTE FIRE EVACUATION PLAN

FIRE ESCAPE PROCEDURE - In the event of a fire please assemble outside Shackleton Ghyll Farm on the other side of the beck. *It is the responsibility of the hirer to contact the fire brigade.* There is NO telephone in the building. Mobile reception is best on Main street. The Wifi code is DrYx3k3nu3qpFn



	Fire extinguisher		Fire blanket
	Emergency light		Fuse box (in cupboard under fire extinguisher in Main Hall)
	Emergency Exit light		Fire Alarm break glass
	First aid kit		Telephone
	Smoke Alarms		Fire Alarm Panel

Cononley Village Institute
ANNUAL GENERAL RISK ASSESSMENT – September 2023
ACTION PLAN

MAIN AREAS (includes Entrance, Hall, Kitchen, Back Room, Storeroom and Toilet areas)	Observation	LEVEL OF RISK	PERSON(S) RESPONSIBLE	ACTION REQUIRED
1. Annual Fire Risk Assessment	<p>Annual Fire Risk Assessment (see separate document).</p> <p>Annual Fire Alarm Equipment Testing and service</p> <p>Regular Fire Alarm Bell tests undertaken and dates recorded.</p>	4	<p>CVI Committee B Ward</p> <p>K Hardy CVI Caretaker</p>	Fire Risk Assessment completed August 2023 and actions noted.
2. Electrical and Gas Safety Certificates Record and Boiler Service Record	<p>CVI / building equipment PAT tested completed on an annual basis.</p> <p>Private hires do not always adhere to using PAT tested electrical equipment.</p> <p>Full electrical check every 5 years</p> <p>Boiler serviced on an annual basis. Fire procedures in place should an incident occur</p>	4	CVI Committee	That private hirers can use electrical equipment that is not PAT tested. The hire agreement has been amended to state that electrical 'must be in good condition, used safely and not left unattended if plugged in'. Regular users advised and booking form updated
MAIN AREAS (includes Entrance, Hall, Kitchen, GP Room, Storeroom and Toilet areas)	Observation	LEVEL OF RISK	PERSON(S) RESPONSIBLE	ACTION REQUIRED
3. First Aider/First Aid Box	No qualified First Aider on site	2	B Ward	

	Use of personal mobile phones to call 999 Defibulator located at CVI First Aid box is regularly checked and restocked			
4. Building needs to be comfortable for users (too cold)	Heating Thermostat Control	2	CVI Committee	monitor new system
5. Building needs to be comfortable for users (too hot)	Installation of blind in kitchen and fan in back room to keep building cool in summer Close curtains and open windows	2	All	
6. Regular Hirers aware of risk assessments	Ensure Regular Hirers receive a copy of the CVI General Risk Assessment annually.	2	B Ward	Reminder sent September 2023
7. Hatch – Kitchen/Main Hall	Low level unsighted usage in Main Hall – hazard. Safety sign in kitchen	2	CVI Committee	
MAIN AREAS (includes Entrance, Hall, Kitchen, GP Room, Storeroom and Toilet areas)	Observation	LEVEL OF RISK	PERSON(S) RESPONSIBLE	ACTION REQUIRED
8. New Loft Storage in the Storeroom	Ensure only light items are stored in the new loft space.	3	CVI Committee K Hardy	Request Cononley Singers remove keyboard when they can

	Storage of flammable materials (paints)			Remove flammable materials
9. Fire Exit - Main Hall	Potential hazard exiting on to a busy road. Road warning sign on the fire doors External lights available for evening use	3	CVI Committee	
10. Access to the Clock Tower	CVI volunteers and employees to only access the clock tower when there is more than one person in the building. CVI Committee and Caretaker to aware of this.	3	CVI Committee K Hardy	Contractors access the clock tower at their own risk.
11. Chairs in Storeroom & Main Hall	Brown plastic chairs need to be fit for purpose. Chairs in Main Hall stacked appropriately	2	CVI Committee	
12. Food Hygiene	B Ward has a Basic Food Hygiene Certificate, not required but good health and hygiene is. 'Using the kitchen' instructions on display Fly light in situ CVI does not require Food Business Registration. Stepping Stones Nursery responsible for own food hygiene	2	CVI Committee	Ask any other CVI Committee members if they would be willing to complete a Basic Food Hygiene course.
13. Employers Health and Safety Responsibilities/ Lone Working - For K Hardy	Lone working policy in place	3	Parish Council	
14. General tidiness in the building	That all regular hirers keep surfaces	1	CVI and regular	New storage shelf for

to prevent accidents and maintain cleanliness	clear of obstacles and equipment		users	Stepping Stones to prevent storage on windowsill Remind all regular users
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LEVELS OF RISK 1 – Very Low 2 – Low 3 – Medium 4 –High 5 – Very high

B Ward 14/8/23. Signed off by CVIAC 6/11/23