

FRIENDS OF HADDENHAM LIBRARY

7 Station Rd, Haddenham, Cambridgeshire CB6 3XD

Fire and Security Risk Assessment

- 1) The Library occupies a self-contained part of the ground floor of the Village Hall (AVC), a Victorian building, formerly the Village School. Its use is shared with the Parish Council, though not during opening hours. The ground floor entrance of the Library is into the car park to the side of the building. The outer door to the premises is shut and locked when the Library is not in use. A small kitchen and toilet are accessed from the Library.
- 2) There are usually 2/4 volunteers in the library, but the number present in the building increases with visitors.
- 3) The building is constructed of a mixture of brick and plaster with tiled roof.
- 4) A receptacle for incoming post is affixed to the external wall, and the letter box in the front door has been sealed.
- 5) Heating is by Rointe electric heaters. Electrical appliances are checked and PAT testing is undertaken biennially. Volunteers are advised to report defective cables and plugs. The fuse-box has recently been upgraded and was tested in 2022.
- 6) The only access is through the single door on the ground floor. The only other possible way of exiting the building *in an emergency* would be by breaking or opening the (single-glazed) windows. There is emergency lighting, and emergency exit signs are in place.
- 7) There is a fire alarm in the AVC, with a klaxon in the Library, which is tested regularly.
- 8) The local Fire Officer has not inspected the premises and it is not the subject of a Fire Certificate.

HAZARD CLASS	NATURE OF RISK ARISING	CORRECTIVE ACTION REQUIRED and ACTION TAKEN	Assigned To	Complete
1. Books, Documents and Paper	The Library contains quantities of Books, Documents, Papers, Posters, Wood bookshelves and carpet tiles. This a fire hazard and could also be a security hazard, if not managed properly. Material against heat sources. Waste bins are emptied weekly. The Library is kept in a clean and tidy state.	No action required. To be checked regularly	Sally, Chris June, Jacqueline	
2. Emergency Lighting	There is an emergency exit light over the door. There is always low-level lighting from external sources.	No action required.		
3. Emergency Procedures	Emergency Procedures are displayed in the Library. Note in particular the fire brigade should be called immediately (999) using the	No action required.		

	telephone behind the desk. Note this can be accessed from the side of the desk, with close access to the exit.			
4. Fire - Alarm	There is an installed fire alarm, which is tested regularly by the AVC. Two smoke alarm batteries Fire extinguishers – two – water and CO2	Change yearly Checked annually by AVC		Smoke alarm batteries replaced 10/9/24 Fire extinguishers checked 10/8/25
5. Fire - Doors	The inner door is not fire-resistant.	No action required.		
6. Fire - Electrical	The primary fire hazard is electrical. All of this equipment and associated cabling are PAT tested on a regular basis.	Last PAT test December 2023 by MS Electrical	Sally/Chris	
	The Library wiring is in good condition and all circuits protected by earth leakage detectors. A full electrical inspection is carried out every five years.	Last tested December 2023 by MS Electrical	AVC	

	Remedial work carried out to comply with 18 th Edition regs on 10 February 2022			
	All equipment cabling is properly fused. Computer & heating equipment and water heaters are powered through direct cabling from fused junctions.	No action required.		
	There is one item of domestic electrical equipment, a kettle which is regularly inspected.	No action required.		
7. Unattended Electrical Equipment	Unattended electrical equipment always presents a fire hazard. Where possible all electrical equipment is switched off and the supply turned off when not in use.	Duty volunteer to ensure portable heater turned off before leaving library.	Duty volunteers	
8. Fire Emergency Exits	- The only regular access to the Library is via the main door on the ground floor. In case this cannot be reached, emergency egress will be via the windows. Only one opens; others would have to be smashed.	No action required	Duty volunteers	

9. Fire Assembly point	Fire Assembly point is in Arkenstall Village Centre car park.			
10. No Smoking	The Library operates a 'No Smoking' policy in accordance with current law.	No action required.		