

# **WORTON & MARSTON VILLAGE HALL TRUSTEES**



## **FIRE SAFETY RISK ASSESSMENT**

**Registered Charity No. 248792**

### **Description of Premises**

The Village Hall is a community building constructed in 1911. The structure is single storey of brick, timber & render construction with clay tiles over. The accommodation comprises an entrance porch, an inner foyer with toilets off and a main hall with store room and kitchen off. The boiler room is accessed from the kitchen. The total floor area of the building is 83 square metres. Access and egress of the hall facilitates those with physical disabilities. The heating is oil-fired, the modern double-skinned tank being located outside, adjacent to the store room. See separate floor plan for further details (displayed in the main hall).

The Village Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Hire Agreement and Standard Conditions of Hire draw the hirers' attention to the health and safety and licensing obligations that the booking places upon them. Hirers are expected to provide attendants to meet the requirements of licensing conditions.

The Hall is not licensed for the sale of alcohol. Hirers are responsible for obtaining such a licence and complying with its terms and conditions if alcohol is to be sold on the premises.

### **Principal Uses of the Village Hall**

The Village Hall is used for a wide variety of functions. These cover, but are not limited to, Brownies, Rainbows, Toddlers' Group, Women's Institute, Gardening Club, Ladies Group, Polling Station, private parties and charity fund-raisers. The Village Hall Trustees encourages all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and their activities. The Trustees encourage hirers to make themselves aware of the exit routes, the fire-fighting equipment and the plan of the Village Hall detailing the location of the equipment and the escape routes. The plan is available to all Village Hall users, is published on the website and is also on the notice board of the Main Hall.

### **Fire Risks**

Fires can be caused by, but are not limited to, the following:

- a. Electricity which includes all lighting and power (including fuse boxes, junction boxes, light fittings and equipment), kitchen appliances (including cooker and microwave), portable appliances and entertainment equipment (including that utilised by hirers of the hall).
- b. Hot surfaces (mainly the Boiler Room and Kitchen).
- c. Smoking.
- d. Oil-fired heaters.
- e. Accidental fires including accumulated combustible waste.
- f. Arson, and lesser mischief, e.g. horseplay.

## People at Risk of Fire

All users of, or visitors to, the Village Hall including:

- a. Regular users, attendees at meetings, events and activities.
- b. Organisers and attendees at special events organised on behalf of the Village Hall Trustees which includes entertainment of all descriptions, community gatherings and other fund-raising activities.
- c. Organisers and attendees at special events organised by hirers of the hall.
- d. Contractors visiting or carrying out works at the hall to include their employees, sub-contractors and suppliers.

In respect of (a), (b), and (c) above, under the provisions of the Regulatory Reform (Fire Safety) Order 2005, and the Licensing Act 2003, the maximum number of persons permitted to be on the premises at any one time is limited to 120.

In respect of (b), (c) and (d) above, those persons attending the hall may be unfamiliar with the layout of the premises.

**Disabled Persons:** At a typical function there may be a limited number of disabled persons. It is the responsibility of Village Hall hirers to ensure disabled persons are given adequate assistance in the event of a building evacuation.

**Children:** It is the responsibility of hirers to ensure all children within the Village Hall are supervised and that they are given adequate assistance in the event of a building evacuation. Regular Village Hall user groups, like the Brownies, are expected to have carried out their own Fire Risk Assessment.

**Other Members of the Public (who are not using the Hall):** Members of the public may walk past the front and side of the Village Hall on the public footpaths.

## Escape Routes

Designated fire escape routes are located at the entrance porch and from the main hall.

**All escape routes lead to an open area within easy access of the designated assembly area at the front of the Village Hall in the parking area.**

The designated fire exit door at the entrance porch is to be kept unlocked when persons are on the premises. The designated fire exit door from the main hall is outward-opening and has a push-bar release.

## Fire Extinguishers

1. Inner Lobby – 1 x Carbon Dioxide extinguisher.
2. Main Hall – 2 x Foam extinguishers.
3. Main Hall – 1 x Carbon Dioxide extinguisher.
4. Kitchen – 1 x Carbon Dioxide extinguisher.
5. Kitchen – 1 Fire Blanket.

Foam extinguishers are suitable for small fires involving combustible material, e.g. paper, cloth and wood; also liquid fires (other than free-flowing liquid fires).

**Foam extinguishers are not suitable for electrical equipment, deep fat fryers or chip pans.**

Carbon Dioxide extinguishers are suitable for fires involving electrical equipment.

All fire extinguishers within the premises are subject to an annual inspection.

### **First Aid**

As part of the emergency plan, a suitably stocked first aid kit is maintained and available for general use. **This is sited in the kitchen area and is clearly marked.** A Trustee is nominated to ensure that it is replenished as necessary. Included within the box are sterile adhesive dressings including waterproof dressings or blue plasters for use in the food preparation area. In the event of burns or scalds, sterile dressings can be used **but no lotions or creams.**

### **Signs and Notices**

1. All designated fire exits are clearly signed and illuminated in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996. All designated escape routes leading to a fire exit are clearly signed.
2. Location of fire extinguishers and their specific use.
3. Location of fire blanket and its specific use.
4. 'FIRE ACTION' posters. These are sited in the main hall.

### **Fire Prevention**

**Electricity:** All electrical installations and equipment must be maintained and protected in accordance with the manufacturer's instructions and such maintenance and repair as required must be carried out by a competent person and records maintained.

Portable electrical appliances must be tested and inspected at intervals suitable for the type of equipment and its frequency of use.

**It is the responsibility of hirers of the Village Hall who use their own electrical equipment to ensure compliance as to the testing and maintenance of such equipment. This forms part of the hiring contract of the hall.**

**Hot surfaces and obstruction of ventilation equipment:** This forms part of good working practice within the kitchen area. Regular users of the kitchen are made aware of fire risks and suitable notices are displayed in the kitchen area for hirers of the hall.

**Smoking:** There is a strict 'No Smoking' policy for the whole of the premises, reinforced by suitable notices.

**Oil-fired heating:** The boiler is regularly inspected as part of a maintenance plan. The oil tank is located at the rear of the premises adjacent to the store room (exterior access only).

**Accidental fires:** Strict control of all waste accumulated during events in the Village Hall must be maintained and disposed of at the conclusion of the event.

**The use of candles during events must be kept to a minimum and where it forms part of the event e.g. for decorative purposes on tables, strict control must be maintained to ensure safety during the event and proper disposal before vacating the hall.**

No flammable materials should be stored in the hall.

**Arson:** Control of behaviour on the premises to prevent mischief, horseplay, etc. is a requirements of the attendants. The strict control of the allocation of the Village Hall keys is the responsibility of the trustees. All persons having control of any activity at the hall has the responsibility of securing the premises at its conclusion and to ensure that no person is left on the premises. This check also includes the need to check all likely sources of ignition prior to closure such as electrical equipment, waste containers, candles etc. Particular attention should be paid to the kitchen area.

### **Fire Action**

See the separate 'FIRE ACTION' poster displayed in the main hall for details of fire evacuation.

### **Short Term Hiring – Responsibilities**

It is crucial that the Temporary Responsible Person understands their legal duties and responsibilities as part of the hiring agreement for the hall for the duration of the event or function. A 'temporary responsible person' includes a person nominated by the hirer to oversee the safety of all persons attending the hall during the period of hire. That person must familiarise themselves with the 'Fire Emergency Plan for the Temporary Responsible Person'. (See Appendix A for details).

**It is imperative that this Fire Safety Risk Assessment together with Appendix A is read and understood prior to any such event.**

### **Information and Training**

All Village Hall Trustees and the Caretaker should read the Fire Safety Risk Assessment including Appendix A (this document).

The above persons should also be aware of:

- a. Location of fire fighting equipment, i.e. fire extinguishers, and their specific uses.
- b. Fire prevention measures.
- c. Fire action procedures including evacuation, calling the Fire Brigade, maintaining access for fire appliances, briefing on arrival and location of assembly point.

### **Review**

This Fire Safety Risk Assessment is to be reviewed annually or when alterations to the premises or change of use, etc., requires.

Date of review: **August 2016**

Responsible person: **Veronica Franklin, Chair**

Contents reviewed:

Chairperson - VF

Treasurer - PC

Secretary - JB

Trustee 1 - JS

Trustee 2 - HM

Trustee 3 - CJ

## Appendix A

### Fire Emergency Plan

#### Short term hiring – Responsibilities of Temporary Responsible Person

As the Temporary Responsible Person for the event/function, you have **legal duties** with regard to the safety of those persons assisting or attending the event.

**It should be noted that any portable electrical appliance brought into the hall as part of the event or function should be tested and certified (P.A.T. testing).**

#### **Before the event or function, you should be aware of:**

1. What fire protection systems exist.
2. Identification of escape routes and fire exits.
3. Checking that all escape routes are clear of obstruction and any combustible materials.
4. The location of fire fighting equipment and their specific use.
5. How a fire will be detected.
6. What helpers should do if they discover a fire.
7. How the evacuation of the hall should be carried out.
8. Arrangements for calling the Fire and Rescue Service.
9. Where people should assemble after evacuation and procedures for checking that evacuation has taken place.
10. Procedures for meeting the Fire and Rescue Service on arrival and ensuring easy access to the building.

#### **At the start of the event or function, you should notify all those present about:**

1. The 'No Smoking' policy.
2. The emergency plan in the event of fire.
3. Location of exits and escape routes.
4. Location of assembly point.
5. The location of fire extinguishers.
6. Care for those with special needs.

#### **During the event or function, you should ensure that:**

1. Escape routes and exits do not become blocked.
2. The 'No Smoking' policy is enforced.
3. Where naked flames are present e.g. candles, combustible material is kept clear.

#### **At the end of the event or function, you should ensure that:**

1. There are no apparent sources of ignition.
2. All electrical apparatus is switched off and any hot surfaces are allowed to cool before leaving. (Remember the immersion heater switch in kitchen).
3. All portable appliances, e.g. heaters, sound equipment, etc. are turned off and disconnected.
4. All accumulated rubbish is removed from the hall.
5. All lights are extinguished and doors properly secured to prevent unlawful entry. Particular attention should be paid to fire exits.