



# **WOOLAVINGTON VILLAGE HALL**

## **FIRE RISK ASSESSMENT**

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#### **Introduction**

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is relevant, therefore, to Woolavington Village Hall.

For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is The Woolavington Village Hall Management Committee who from time to time appoint one or more 'competent' persons to undertake the risk assessment. This assessment (February 2018) replaces all previous assessments.

This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:

- 1 – Identify fire hazards
- 2 – Identify people at risk
- 3 – Evaluate, remove, reduce and protect from risk
- 4 – Record, plan, inform, instruct and train
- 5 – Review

This Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the village hall, namely:

1. Main entrance and foyer
2. Toilets
3. Main Hall
4. Stage
5. Stage cupboard
6. Main kitchen
7. Bar area
8. Lounge
9. Lounge kitchenette
10. Library
11. Belcher room entrance & foyer
12. Belcher room
13. Cleaners store.
14. Boiler room (containing the solar system inverter and battery) & compound
15. New Store
16. Committee Office

For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, firefighting and precautionary equipment, escape routes emergency lighting, signs and notices.

The findings of this assessment are contained in the table at the end of the document and the key points discussed in the following paragraphs.

### **1. Fire Hazards: Sources of Ignition, Fuel and Oxygen**

1.1 The main sources of ignition are the various items of electrical equipment located in the kitchens e.g. cooker, oven, microwave, fridges, water heaters, and together with audio-visual equipment in the stage cupboard. The solar inverter and batteries are situated in the old boiler room adjacent to the compound.

1.2 Elsewhere, the main sources of ignition are electric sockets and lighting located throughout all areas of the building.

1.3 The principal sources of fuel are concentrated in the compound and caretaker's cupboard and include paint, and thinners.

1.4 Elsewhere, the main sources of fuel are the upholstered seating, stage curtains and various other curtains at each of the main windows as well as the wooden stage itself.

1.5 The main source of oxygen is the natural airflow through, doors, windows and other openings.

## **2. People at Risk**

2.1 People who use the hall and may be at risk if there is a fire include:

- ☐ Hirers
- ☐ The Village Hall Management Committee
- ☐ Local organisations
- ☐ Contractors
- ☐ Cleaner
- ☐ Visitors
- ☐ Hirers, contractors and visitors who are unfamiliar with the hall layout
- ☐ Children
- ☐ The elderly
- ☐ People with disabilities (mobility, hearing or vision impairment)

## **3. Evaluate, remove, reduce and protect from risk the risk of fire occurring**

3.1 It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchens and old boiler room. Combustible materials are kept away from these sources, and all equipment is regularly inspected, serviced and maintained in a good state of repair.

3.2 Elsewhere, electric sockets and lighting are regularly inspected and well maintained.

### **The risk to people**

3.3 An evaluation has been carried out of the actual risk to people identified in Step 2 in the event fire did start and spread from those areas with the main sources of ignition i.e. kitchens, and old boiler room.

3.4 All areas of the hall are all at ground floor level and are open to the various escape routes available.

3.5 The identified potential hazards comprise the range of electrical equipment contained in the kitchens which are an essential part of the facilities available to the users of the village hall. Removal would not be in the best interests of the village hall or its users, and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing, and replacement.

3.6 Similarly, the solar equipment located in the boiler room is essential for the comfort and well-being of users of the hall. The potential hazards are minimised through regular servicing. The equipment meets the latest safety requirements.

3.7 All combustible paint and thinners are in the caretaker's cupboard which is kept locked.

3.8 The village hall operates a No Smoking policy in all areas of the building.

3.9 Elsewhere possible flammable materials are limited to curtains, tables and seating, and generally kept away from potential sources of ignition. Similarly, mats and various sports and leisure equipment used by local groups are kept secure within the store room where potential fire risks are very low.

### **Removal/reduction of the risks to people**

3.10 The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.

3.11 A fire alarm system is in place incorporating alarm siren, heat/smoke detectors and manually operated 'break glass' points. The latter are located at all fire exits in the main entrance foyer, lounge, main hall, Belcher room and new store.

3.12 Fire extinguishers for specific types of fire are situated in the main entrance foyer, main hall, kitchen, library, compound lounge, Belcher room and new store as detailed in the accompanying table. These are regularly inspected, and the Certificate of Inspection is contained in the Fire Documents Box in the main foyer. A fire blanket is in the main kitchen and the kitchenettes of the lounge and Belcher room.

3.13 There are seven main escape routes available at ground floor level and are readily accessible from all parts of the building. All are independent of each other with emergency escape lighting. The main escape routes are (1) via the main entrance (2 & 3) via 2 external emergency doors off the main hall (4) via external emergency door in the lounge. (5) an external emergency door in the Belcher room. (6) The Belcher room main entrance. (7) Emergency door in the library and compound.

3.14 Escape routes are all unencumbered and are listed in the accompanying table. All external emergency doors lead to the outside car parking areas that provide open space for safe and easy clearance of the hall. The Fire Assembly Point is designated as the top of the carpark (south of the building).

3.15 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table. Fire exit signs are included on emergency lighting panels throughout the hall as detailed in the accompanying table.

3.16 Notices indicating the location of emergency exits and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

### **Installation, testing and maintenance**

3.17 All fire prevention and firefighting equipment is maintained in effective working order through regular and statutory inspection and periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

3.18 Weekly checks are made of water heaters, fridges, emergency lighting, fire doors, lights, safety torch, water boiler and the fire alarm.

3.19 An annual check is made of the fire extinguishers, and a certificate of inspection obtained. A copy of the report/certificate is contained in the Fire Documents Box in the main foyer. The electrical system is also checked on a 3-year basis and a safety certificate obtained.

### **Conditions of Hire**

3.20 The conditions of hire of the village hall state that fire and other exits must not be obstructed. The conditions of hire are shown on the Village Hall website.

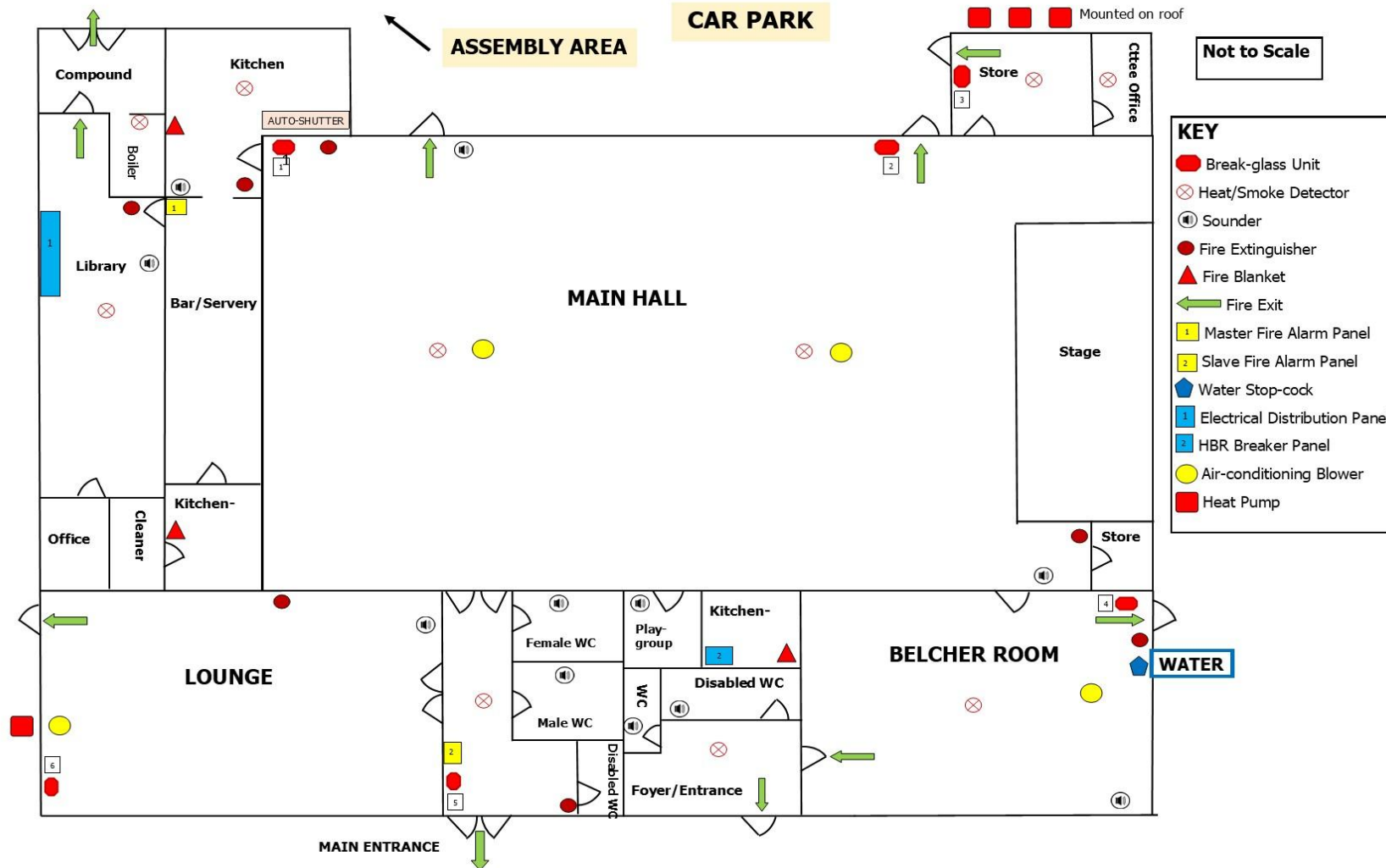
3.21 For entertainment events specific health and safety procedures apply and an appointed person is responsible for fire safety and emergency evacuation.

**4. Record, Plan, Inform, Instruct and Train**  
**Significant findings and action taken**

4.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

4.2 A plan showing the general fire safety measures is included over page.

# FIRE ALARM, FIRE EQUIPMENT AND ESCAPE PLAN





**Emergency plan**

4.3 The village hall has a relatively simple layout with clear and well signed escape routes. The conditions of hire state that fire and other exits must not be obstructed and that illuminated fire exit signs must be on for all public entertainment.

4.4 Copies of the Conditions of Hire and the conditions relating to theatrical and entertainment events are provided to hirers who are required to accept and adhere to them before any bookings are accepted.

4.5 Signs indicating the location of emergency exits and fire extinguishers are posted at various prominent and visible points throughout the village hall.

4.6 Fire safety advice is given to the hall cleaner and contractors.

**5. Review**

5.1 This fire risk assessment has been carried out for the village hall following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under continuous review particularly regarding any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

Location	Source of ignition, fuel and oxygen	Fire detection, firefighting and precautionary equipment	Escape Routes	Emergency lighting. Signs and notices
<b>1. Main entrance &amp; Foyer</b>	Electric sockets and lighting. Infrared ceiling heaters	Fire alarm call point. Smoke detector Foam extinguisher	Via main door, through the main hall, through the lounge.	Emergency lighting No smoking sign Action in event of fire sign
<b>2. Toilets (main hall)</b>	Electric lighting Hand dryer Infrared ceiling heaters	None	Via foyer and main entrance	Emergency Lighting
<b>3. Main Hall</b>	Electric sockets and lights. Permanent stage lights	2 fire alarm call points Smoke detectors x2 2 foam extinguishers	Via emergency exit doors in main hall, through foyer	Emergency lighting No smoking sign Action in event of fire sign
<b>4. Stage</b>	Electric sockets and lighting Stage curtains	None	Via emergency exit doors in main hall	None
<b>5. Stage Cupboard</b>	Electric sockets, lighting and audio equipment	None	Via emergency exit doors in main hall	None
<b>6. Main Kitchen</b>	Electric sockets and lighting Fridge, freezer, cooker, cooker hood, microwave, kettle, water boiler, extractor fan	Heat detector Co2 extinguisher Fire blanket	Via emergency exit door in main hall, through the library	None Action in event of fire sign
<b>7. Bar Area</b>	Electric sockets and lighting	Smoke detector	Via emergency exit door in main hall or emergency door in lounge	Emergency lighting
<b>8. Lounge</b>	Electric sockets and lighting	Fire alarm call point Smoke detector Foam extinguisher	Via emergency exit door in lounge or main door in foyer	Emergency Lighting No smoking sign Action in event of fire sign
<b>9. Lounge Kitchenette</b>	Electric sockets and lighting. Kettle and microwave	Fire blanket	Via emergency exit door in lounge	None
<b>10. Library</b>	Electric sockets and lighting. Computer equipment Main Fuse board.	Smoke detector Foam extinguisher	Via emergency exit door in library	Emergency lighting No smoking sign Action in event of fire sign

Location	Source of ignition, fuel and oxygen	Fire detection, firefighting and precautionary equipment	Escape Routes	Emergency lighting. Signs and notices
<b>11. Belcher Room Entrance &amp; Foyer</b>	Electric sockets and lighting Infrared ceiling heaters	Smoke detector	Via mainentrance to Belcher room, fire exit in Belcher, via main hall	Emergency Lighting No Smoking Sign
<b>12. Belcher Room Toilets</b>	Electric lighting Infrared ceiling heaters	None	Via main door in foyer	Emergency Lighting None
<b>13. Belcher Room</b>	Electric sockets and lighting Fuse board Microwave and kettle	Fire alarm call point Smoke detector Foam extinguisher Fire blanket	Via emergency exit door in Belcher room	Emergency lighting Action in event of fire sign
<b>14. Cleaners Store</b>	Electric socket and lighting, cleaning materials	None	Via emergency exit door in lounge or through bar area	None
<b>15. Old Boiler Room/Compound</b>	Electric socket and lighting Solar inverter and batteries	heat detection sensor CO2 extinguisher	Via compound door, through library	None
<b>16. New Store</b>	Electric sockets and lighting	1 fire alarm call point Smoke detector Foam extinguisher	Via emergency door	Emergency lighting Action in event of fire sign
<b>17. Committee Office</b>	Electric sockets and lighting Wall mounted electric heater	1 fire call point Smoke detector	Via New Store emergency door	None