

Horsley Village Hall and Pavilion Management Committee

Fire Safety Risk Assessment

Description of Premises

Horsley Village Hall is a brick-built single-story community building situated in the centre of the village at the end of Priory Fields (road), next to the playing fields and opposite the new wooden pavilion. The Hall is a registered charity and is run by a Management Committee of local volunteers. The committee consists of representatives from user groups and elected members of the public, and its members are all Managing Trustees of the Charity.

The building comprises an entrance hall, separate men's, women's and disabled toilets, a storage room (for furniture and other equipment) and a separate kitchen (with two serving hatches). The main hall can hold about 140 people standing (about 100 sitting) and is available to hire for both private and public events.

There is a car park to the front of the building, with space for approximately 15 cars (plus 2 disabled spaces). There are emergency exits leading directly out of the building from the storeroom, main hall and kitchen. The premises meets all the requirements of the current Disability act and is licensed for both indoor and outdoor entertainment. The area to the side and rear of the building is mainly laid to grass, with wide and open access on 3 sides.

The 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 Booking Form and Rules 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 arranging a temporary event license (if required) and for meeting the obligations of the license.

Principle Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to afterschool club, mothers & toddler group, Judo and Karate Clubs, Parish Council meetings, Play Group, scrap book classes, cabarets, plays, private parties, music recitals, summer fates and charity fund raisers.

The Village Hall Management Committee will encourage 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.

This Fire Risk Assessment has been done by the Village Hall Management Committee to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

The Management Committee encourages Hirers to make themselves aware of the exit routes, the fire fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users and is also on the Notice Board.

People at Risk of Fire

It is the responsibility of hirers to ensure the hall is securely locked after use, so the building should never be left open and unoccupied. The main door is fitted with a specialist security lock (which prevents unauthorized keys from being cut), with access to keys being controlled by the committee.

Staff: The Village Hall Committee does not employ any staff

Trades People: The committee employs local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. The cleaner has a key to the building and is generally on her own when working. Local trades people who are familiar with the building may gain access to the hall by borrowing a key from the local school or shop, or direct from the booking clerk, while others are always escorted by one or more committee members.

Hall Users (up to 140 inside at any time): These will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has easily identifiable fire exits on 3 sides. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There are three sets of double-fire doors in the main hall that exit directly outside and are fitted with push-bar releases. The fire exit in the storeroom is clearly marked as an exit and is also fitted with push-bar releases. The kitchen exit is kept locked, but a key is stored in a red "break glass" box to the side of the door.

Disabled Persons: At a typical function there may possibly be a limited number of disabled persons. It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on a level with the paths outside, which are either concrete or paved, so there are no barriers to wheel chairs.

Children: It is the responsibility of hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. Primary hall user groups, like Play Group and Mother & Toddler, 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 hall on their way to the playing fields.

Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrics in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, ceiling tiles).	Open to the air
Gas leak in mains supply to boiler	Any combustible materials close to the boiler (in the kitchen)	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. electric hob, oven, fridge, hot water boiler, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking accidents	Hot oil igniting on the hob or under the grill. Food burning in the oven or on the hob.	Open to the air
Faulty stage lighting system	The lighting equipment itself, the ceiling panels and tiles around it.	Open to the air
Children playing with matches or other combustibles	Any combustible material close to where the children are playing, including children's clothes and hair.	Open to the air
Arson	Could be any source	Open to the air

Control Measures

Fire Hazard	Likelihood 1-low 5-high	Risk to people from fire hazard	Measures to avoid or reduce:	
			The Hazard	Risk to People
Fire inside the hall	3	Smoke inhalation. Burns. Death.	<p>Ensure sufficient and correct fire fighting equipment is available and that a qualified practitioner inspects it at least once per year.</p> <p>The location of fire-fighting equipment and exits are clearly marked on a plan of the village hall, which is published on the notice boards.</p> <p>Ensure suitable fire detection equipment is installed and maintained.</p> <p>The Management Committee will take the advice of the inspection of a fire practitioner to increase, change or move location of the fire detection/fighting equipment as appropriate.</p> <p>A test of continued illumination in event of a power failure will be done quarterly.</p> <p>A test of the Smoke Alarms will be done quarterly.</p> <p>Ensure that village hall furnishings are made of a non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc.</p> <p>Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)</p>	<p>Ensure hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are.</p> <p>Also ensure the hirers know that they must organize a fire martial to check the building has been vacated and that the fire brigade has been called out (as appropriate).</p> <p>Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis.</p> <p>The Management Committee tests the ease of access to and through the escape routes and to the assembly points at least once per year and log the results.</p> <p>Ensure a record of key holders and of those hirers (Group names) that have been given temporary access to a key is kept by date and session (times).</p> <p>Users will be made aware of their responsibilities under the Premises License (via the Booking process).</p> <p>Regular User Groups will be advised that they should carry out their own Risk Assessment and that a copy should be lodged with the Management Committee. Whilst the Management Committee will advise and encourage, it cannot be held responsible for a group not carrying out their own Risk Assessment.</p>

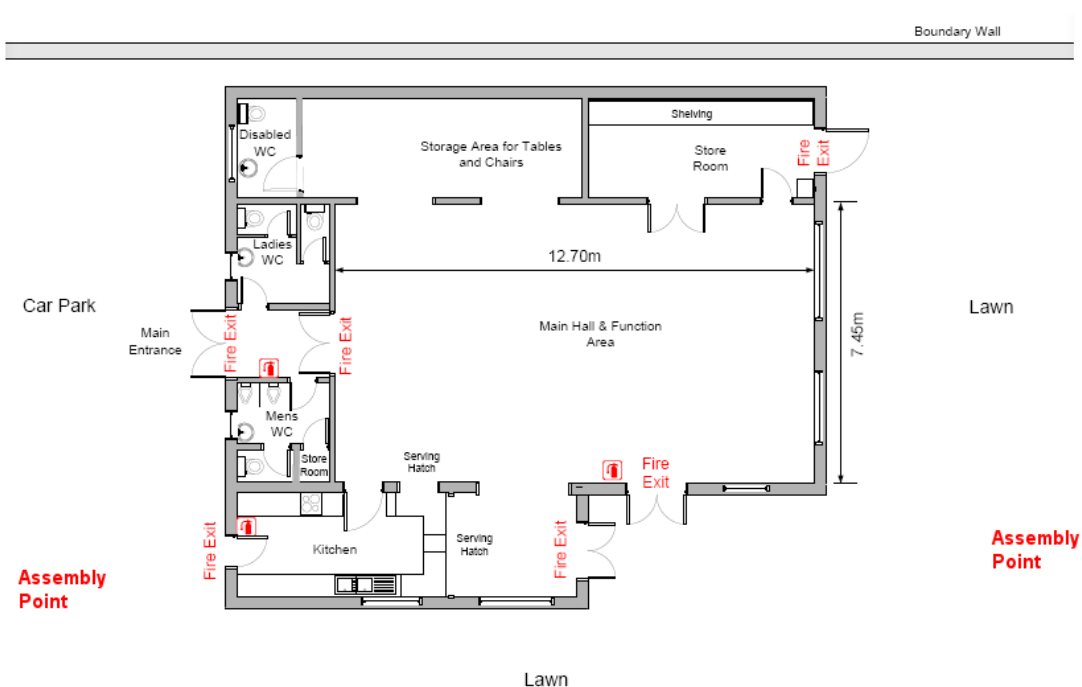
Fire on the premises outside the hall.	1	Evacuating people towards the source of the fire		Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate at least one fire marshal to ensure the evacuation is coordinated properly and safely.
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the internal electric installation once per year (including all portable electrical appliances and stage lighting system) and the overall power supply to the Village Hall at least once every five years. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable fire fighting equipment is available close to the likely sources of electrical fires.
Gas leak in mains supply to boiler	1	Death from explosive combustion and associated damage.	Ensure that the Gas Boiler is maintained at least once per year and that during the inspection the engineer checks the sections of the gas inlet pipeline. A safety inspection certificate should be obtained after each service.	
Smoking	3	Smoke inhalation. Burns.	A No Smoking policy will be enforced throughout the premises. No Smoking signs will be strategically placed throughout the building.	
Cooking accidents	3	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker and how to cope with oil fires. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.		Ensure hirers are aware of their responsibility to supervise children while inside the hall.
Arson	1	Smoke inhalation. Burns.	Ensure appropriate level of security lighting (sensor operated) is installed and maintained. Ensure hall hirers are aware of their responsibility for the hall during their occupation and take reasonable steps to prevent willful damage.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

Fire Assembly Points:

REAR: The playing Field, along the perimeter fence.

FRONT: The Car Park

Plan of the Hall:



Approved by The Horsley Village Hall Management Committee 2009