

# Village Hall FIRE RISK ASSESSMENT

## 1 PREMISES PARTICULARS

Premises name: Mollington Backford & District Village Hall

Address: Station Road Backford CH1 6NT

Tel no: 01244 851061

Use of Premises: Education/Recreation

Owner/Employer/Person in control of the workplace: Village Hall Committee

Date of Risk Assessment: 18/8/2016

Date of Review: due August 2017

Name of the person/s who carried out the Fire Risk Assessment:

EA Harkness/J Morgan

## 2 GENERAL STATEMENT OF POLICY

- Identify risks relevant to fire and reduce to a minimum
- Identify users and vulnerability

## 3 MANAGEMENT SYSTEMS

Village Hall Committee. Regular checks by volunteers. Cleaner

## 4 GENERAL DESCRIPTION OF PREMISES

Description: Single storey, four meeting rooms, Kitchen, Toilets, storeroom.

Brick/concrete construction, asbestos and tile roof

Occupancy: Times the premises are in use: from /to various

The total number of persons employed within the premises at any one time: one

The total number of persons who may resort to the premises at any one time: 180

Size: Building footprint (metres x metres): 377sq metres

Number of floors: one: ground level

Number of stairs: nil

## 5 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: Hand bell in Foyer and main hall (checked and can be heard in kitchen)

Verbal

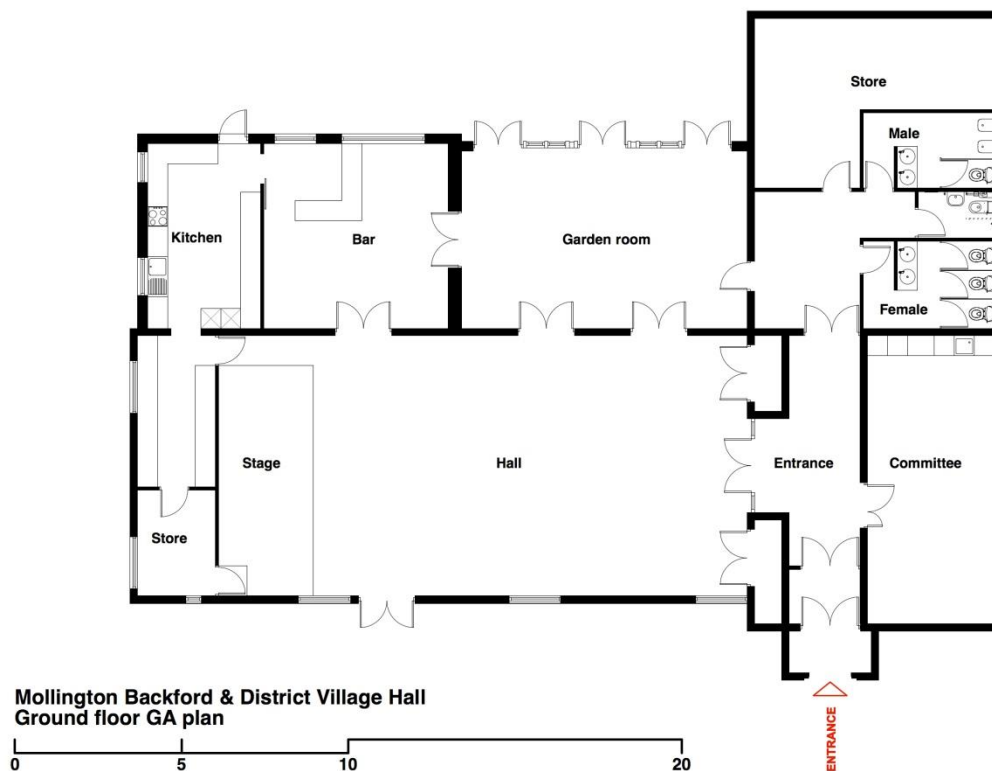
Emergency Lighting: (i.e. maintained/non-maintained, 1 hr/3hr duration to BS 5266)

Yes see Section 13

Other: (i.e. Sprinkler system to LPC rules BS 5306)

Fire Extinguishers: 2 water, 1 CO2, fire blanket

## 6 PLAN DRAWING



## 7 IDENTIFY FIRE HAZARDS

Sources of Ignition:

- Cooker

- Electrical equipment eg. Water boiler, Kettles, fridges, microwave.
- Gas Central heating boilers
- Electric heater
- Matches, candles

#### Sources of Fuel:

- Gas
- Paint
- Curtains
- Chairs
- Flooring
- Alcohol

#### Work Processes:

- Cooking

Structural features that could promote the spread of fire: **Non identified**

### 8 IDENTIFY PEOPLE AT RISK

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk and what controls are or need to be in place:

- Storeroom; lock the door in the open position when inside to prevent anyone locking you inside
- If anyone is locked inside the hall by mistake they can exit via the kitchen door and maintain security by closing it behind them

### 9 MEANS OF ESCAPE – HORIZONTAL EVACUATION

- Front Door
- Main Hall exit to car Park (preferred exit from Hall)
- Exit via Garden room
- Kitchen

## 10 MEANS OF ESCAPE – VERTICAL EVACUATION

not applicable

## 11 FIRE SAFETY SIGNS AND NOTICES

- Signs comply with regulations
- Signs to indicate fire assembly point is up the footpath to A41 and use car park.

## 12 FIRE WARNING SYSTEM

- Two Fire bells Hall and lobby. (Lobby bell can be heard in kitchen)

## 13 EMERGENCY LIGHTING SYSTEM

Main Hall x 3 + 1 in electricity cupboard

Rear lobby x 2

Kitchen x 1

Garden Room x 1

Disabled toilet x 1

Storeroom x 1

Front lobby x 2

## 14 FIRE FIGHTING EQUIPMENT

- Fire Extinguishers: 2 water, 1 CO2, fire blanket

## 15 MANAGEMENT

### MAINTENANCE

Is there a maintenance programme for the fire safety provisions?

- Emergency lighting tested weekly by cleaner and recorded
- Fire extinguishers annually

Are regular checks of fire resisting doors, walls and partitions carried out?

- Fire exits are opened on a weekly basis (rota)

Are regular checks of escape routes and exit doors carried out? As above

Are regular checks of fire safety signs carried out? As above

Is there a maintenance regime for the fire warning system? As above

Is there a maintenance regime for the emergency lighting system? Yes Weekly

#### Record in cleaners cupboard

Is there maintenance of the fire fighting equipment (by competent person)? Yes

Are records kept and their location identified? (on Extinguishers) Yes

### 16 METHOD FOR CALLING THE FIRE AND RESCUE SERVICE

Specify: Telephone 999

### 17 EMERGENCY ACTION PLAN (EAP)

- Include in hirers agreement
- Evacuation procedures on exit doors

### 18 TRAINING

- Committee item (regular users are members)

### 19 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED

Deficiency

Rectification

Priority

Date to be Rectified

Date Rectified

### 20 SIGNIFICANT FINDINGS

Significant Finding

Control Measure/Action

## 21 ADDITIONAL HAZARDS

Specify:

Need to consult Fire and Rescue Service? Yes No