

Sedgeford Village Hall & Recreation Ground (Charitable Trust No. 304058 34763)

Fire Safety Risk Assessment

1. Property Description

- a) The Village Hall is a purpose made community building constructed in 2000. The structure is single storey with brick and tile on the exterior, and blockwork on the inner cavity and internal walls.
- b) The accommodation comprises an entrance reception area with a meeting room and toilets off, a main hall with stage and a boiler room, storeroom and kitchen off.
- c) The total surface area of the building is approximately 320 square metres.
- d) Access and egress of the hall facilitates those with physical disabilities
- e) The heating is oil fired. The bunded (double skinned) tank being located outside, adjacent to the pavilion. The pavilion is, currently, used solely for storage.
- f) See plan at Appendix A.

2. Fire Risks

- a) Electricity which includes all lighting and power (including fuse boxes, junction boxes, lighting fittings and equipment), kitchen appliances (including oven, microwave and fridge), extractor fans (4 in number), hot water heaters (3 in number), portable appliances (including three kettles) and entertainment equipment (including that utilised by hirers of the Hall).
- b) Hot surfaces (kitchen oven).
- c) Smoking.
- d) Oil fired boiler (housed in the locked boiler room).
- e) Accidental fires including accumulated combustible waste.
- f) Arson and lesser mischief, e.g. horseplay.
- g) NB the gas hob in the kitchen is no longer connected to any supply.

3. People affected by Fire.

All users of, or visitors to the 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 Committee 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 170. This figure comprises up to 150 in

the main hall and up to 20 in the meeting room. Calculations are based on the number of fire exits available, all of which exceed the minimum requirement of 1050mm.

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

Due to the distance from the Village Hall to the nearest occupied buildings (residential dwellings), there is no requirement to consider residents as part of an evacuation plan.

4. Automatic Fire Alarm System

The Hall is equipped with an automatic fire alarm system. N.B. This is a local system and NOT linked to any outside source e.g. Norfolk Fire & Rescue Service. The main control panel is located in the reception area. The four manual call points are located in the reception, main hall, meeting room and kitchen (see plan at Appendix A). Smoke and heat detectors are strategically located throughout the building. Information concerning the alarm and resetting procedures in the event of a false activation is supplied to the temporary responsible person at the time of hiring the Hall.

The system and its component parts are regularly checked/serviced in accordance with regulatory requirements.

A full written record of the regime of relevant weekly, monthly, six-monthly and annual checks and servicing carried out by the responsible person (i.e. the committee member, for weekly and monthly checks) and competent contractors (i.e. for systems and equipment six-monthly and annual servicing) is kept in a secure container adjacent to the fire alarm control panel in reception.

5. Escape Routes

See plan at Appendix A. Designated fire escape routes are located at the main entrance, from the main hall, and from the meeting room. A further escape route is available to any persons in the kitchen area through a fourth exit door, but this door is not designated as a fire exit.

All exits lead to an open area with easy access to the designated assembly area which is in the field corner outside the Children's Playground. Exterior lighting illuminates all designated fire exits.

The main entrance fire escape is a double swing door which is kept unlocked when persons are on the premises. The designated fire exit from the main hall is a double outward opening door arrangement with push handle releases. It is not envisaged that more than 150 people would need to exit by this route. The designated fire exit from the meeting room also comprises a double outward opening door arrangement with push handle releases. It is not envisaged that more than 20 people would need to exit by this route. The exit door from the kitchen is a single swing door which is kept unlocked when persons are on the premises.

Gangways between seats should be adequate for the number of seats set out and at least 1.05m wide. There should be no projections which diminish these widths. In general, no seat should be more than seven seats away from a gangway.

6. Fire Extinguishers

See plan at Appendix A for locations of extinguishers:-

- Reception - 1 x 6lt Foam Extinguisher and 1 x 2kg Carbon Dioxide Extinguisher
- Main Hall. – 1 x 6lt Foam Extinguisher
- Kitchen – 1 x 2kg Powder Extinguisher
- Kitchen – 1 x 1.2m x 1.2m 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). **THEY ARE NOT SUITABLE FOR ELECTRICAL EQUIPMENT, DEEP FAT FRYERS OR CHIP PANS.**

In addition to the above, there is a 2kg Powder Extinguisher in the pavilion (storage only).

All fire extinguishers within the premises are subject to an annual inspection by a competent contractor. The Certificate of Inspection is retained on file.

7. 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 clearly marked. A committee member is nominated to ensure that it is kept stocked. Included within the box are sterile adhesive dressings including waterproof dressings. In the event of burns or scalds, sterile dressings can be used; but there are no lotions or creams.

8. Signs and Notices

There are signs and notices providing information on the following:-

- a) 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.
- b) Location of fire extinguishers and their specific use.
- c) Location of fire blanket and its specific use.
- d) 'Fire Action: Anyone discovering a fire'. This is sited within the reception area, to the right of the main entrance.

9. Fire Prevention

a) 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. All 13A socket outlets are protected by residual current devices (Trip rating 30mA). These form part of the maintenance of the electrical installation. Portable electrical appliances kept on the premises are regularly checked by a competent contractor.

It is the responsibility of all hirers, who bring their own electrical equipment to the Hall, to ensure compliance as to testing and maintenance of such equipment. This forms part of the hire agreement.

b) Hot surfaces and obstruction of extractor fan

This forms part of good working practice within any kitchen area. All users of the kitchen must take care to avoid the risk of burns or scolds caused by contact with a hot oven, kettles, plates, cups or other utensils. For this reason, young people under the age of 14 are prohibited from entering the kitchen.

c) Smoking

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

d) Oil fired boiler

This is regularly serviced as part of a maintenance plan. The exterior bunded oil tank is located within a secure steel cage, adjacent to the pavilion.

e) Accidental fires.

Strict control of all waste accumulated during events at the Hall must be maintained and disposed of at the conclusion of the event. Combustible material must not be allowed to accumulate under the stage area

The use of candles or any other form of naked flame 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. Flammable (and/or corrosive) materials are strictly prohibited from being stored anywhere on the premises.

f) Arson.

a) All users are required to be in control of behaviour on the premises to prevent criminal actions, mischief and horseplay, etc, that could lead to the outbreak of a fire.

b) All persons having control of any activity at the Hall have 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.

10. Fire Action

a) In the event of fire, either the fire alarm will automatically sound or one of the four call points will have been activated. The person in charge of the Hall or function at the time will immediately instruct all persons to leave the building using the nearest available exit and assemble at the designated assembly point in front of the Children's Playground. Although there is the possibility of a false alarm, the initial action is evacuation of the building. If the location of a fire is immediately detected and is obviously manageable e.g. a small fire in a waste bin, it may be possible to extinguish it, BUT WHERE ANY DOUBT EXISTS, EVACUATION MUST REMAIN THE PRIORITY.

b) CALL THE NORFOLK FIRE & RESCUE SERVICE on 999.

c) Once the Hall has been evacuated, no-one should be permitted to re-enter unless it has been deemed to be safe to do so.

d) Access for the Fire Service should be maintained, any obstructions at the entrance being removed, e.g. parked cars.

e) On arrival of the Fire Service, the nominated person in charge should report to the Officer in Charge that all persons have been evacuated or their last known location.

f) Fire fighting equipment located within the Hall should only be used to attempt to extinguish a fire if:-

- the fire appears obviously to be easily manageable
- it is safe to do so without risk to health.

g) In the event of a false activation, the temporary responsible person will have information concerning resetting procedures.

11. 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 B).

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

12. Information and Training

All Village Hall Committee members and the contract cleaner should read and sign this Risk Assessment including the appendices and such copy will be retained on file.

The above persons should also be aware of:-

- Location of fire fighting equipment, i.e. fire extinguishers and their specific uses
- Fire prevention measures
- The means of operating the Automatic Fire Alarm System
- Fire action procedures including evacuation, calling the Fire Service, maintaining access for fire appliances, briefing on arrival and location of the assembly point

13. Review

This Risk Assessment is to be reviewed annually, or earlier if any alterations to the premises or change of use, etc. require it.

Date of this assessment: 19/02/20

Responsible person: Charles Piggins (signed).....

Chairperson: John Ward (signed).....

Review Dates:- 01/07/20, 01/07/21

Emergency Plan – Fire

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 are present
2. How a fire will be detected and how the Automatic Fire Alarm System operates
3. How people will be warned if there is a fire
4. What people should do if they discover a fire
5. How the evacuation of the premises should be carried out
6. Where people should assemble after evacuation and procedures for checking that evacuation has taken place
7. Identification of escape routes and exits
8. Arrangements for fighting the fire (if safe to do so) and location of fire fighting equipment and their specific uses
9. How the Fire and Rescue Service should be called
10. Procedures for meeting the Fire and Rescue Service on arrival and ensuring easy access
11. Limitation of numbers of people inside the building, i.e., 150 in the main hall & 20 in the meeting room, which is 170 in total
12. Checking that all escape routes are clear of obstruction and any combustible materials
13. Checking that all fire exits doors can be opened in an emergency

Before the event of function you should decide:-

1. The arrangements for fighting fire
2. The arrangements for means of escape for disabled persons
3. The duties and identity persons who have specific responsibilities if there is a fire
4. The arrangements for safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors
5. How you will proceed if life safety systems are out of order, e.g. fire detection and alarm systems
6. Who will be responsible for calling the Fire and Rescue Service
7. Who will meet the Fire and Rescue Service on their arrival and notify them of any special risks
8. Your plans to deal with people once they have left the premises, especially children

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, the means of activating the fire alarm call points and their location

3. The emergency warning signal
4. Who is supervising and how to identify them
5. Location of exits and escape routes
6. Taking only valuables immediately to hand but not to go to collect other belongings
7. The location of fire fighting equipment
8. Location of assembly point
9. What will happen after that, e.g. re-entry to the building

During the event or function, you should ensure that:-

1. Escape routes and exits do not become blocked
2. The 'No Smoking' policy is adhered to
3. Where naked flames are present, e.g. candles, combustible material is kept clear
4. Rooms do not become overcrowded
5. Noise levels cannot drown out the fire alarm
6. If necessary, the number of persons in the premises is limited or controlled

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

1. There are no apparent sources of ignition
2. There should be no build up of combustible material under the stage area
3. All electrical apparatus is switched off and any hot surfaces are allowed to cool before leaving
4. All portable appliances, e.g. heaters, sound equipment, etc. are turned off and disconnected
5. All accumulated rubbish is removed from the Hall
6. All lights are extinguished and doors properly secured to prevent unlawful entry

Particular attention should be paid to the fire exits which are frequently left insecure.

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(Charitable Trust No. 304058 34763)**

Fire Safety Risk Assessment

Signatures of committee members who have read and understood the above document:-