

Marchington Woodlands Village Hall

Fire Risk Assessment

Completed March 2021

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Marchington Woodlands Village Hall

Fire Risk Assessment

Introduction

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

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 5 steps to 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

The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in Marchington Woodlands Village Hall.

1. Entrance
2. Main Hall
3. Disabled and Men's and Ladies toilets
4. Kitchen
5. Bar Area

6. Stage

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

The key findings of this assessment are contained in the following pages and key points discussed as appropriate.

1. FIRE HAZARDS: SOURCES OF IGNITION, FUEL AND OXYGEN

The main sources of ignition are the various items of equipment located within the kitchen area eg: cooker hob, ovens, fridges, water heater and microwave.

Other sources of potential ignition are electric sockets, portable appliances, the lighting system throughout all the hall areas, ceiling heaters, storage heaters (toilet area).

Sources of fuel are identified throughout the building being seating, plastic tables, wooden flooring, wooden stage, curtains and also externally being various items stored in a wooden shed at the rear of the building.

2. PEOPLE AT RISK

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

- Hirers of the hall
- Contractors
- Cleaners
- Children
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

3. EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

1. The risk of fire occurring

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise of electrical equipment located within the kitchen area, and ceiling heaters in the main hall. Combustible materials are kept away from these sources

and equipment is maintained when necessary to be in a good state of repair. Throughout the building electrical sockets are checked regularly and all portable appliances are PAT tested where appropriate.

2. The risk to people

An evaluation has been carried out of the actual risk to people who are identified earlier in this report in the event that a fire did start and spread from those areas with the main sources of ignition ie: kitchen, or hall.

The entrance, main hall, disabled and other toilets are all situated at ground level, (this is a single storey building), and all areas are open to the various escape fire doors which are lit by emergency lighting and are clearly marked.

3. Removal/reduction of the hazards

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

Similarly, the heaters in the hall are essential for the comfort and well-being of the users of the hall. Their potential hazards are minimised through their location high in the ceiling and are serviced as required. The stage area curtains and fabric chairs do represent a potential hazard but this is minimal and the area is kept tidy and confined to this specific storage area.

Marchington Woodlands Village Hall operates a No Smoking Policy in all areas of the building. There is clear signage visible on the building entrance door and the patio doors. A designated smoking area is established with a wall mounted cigarette ashtray/bin with signage requesting that all cigarettes be extinguished.

E-cigs are not classed as a fire risk however charging the unit whilst in the hall must be only with the use of official branded charging units which must be safe and in good condition.

Elsewhere within the building materials are limited to curtains and tables which are generally kept away from any potential hazards.

Within the perimeter grounds there is a wooden shed which is located near to the building exterior wall and hedging. This is used for storage of additional chairs and tables and remains locked. A wooden bench and table stand outside on the patio area near to the building exterior wall. There are no known potential hazards located nearby.

4. Removal/ Reduction of the risks to people

The fire risk to people has been minimised so far as is reasonably practicable. Adequate fire escape signs are in place as is emergency lighting, to assist people in the event of fire and allow them to escape safely. In daylight hours there is also sufficient natural lighting for people to leave the building safely. When it is dark, exterior flood lighting controlled by movement sensors assist with the safe passage of people once outside of the building and in the hall grounds. There is no street lighting to provide additional illumination of these areas.

Fire extinguishers are located in the kitchen area along with a fire blanket, and also in the main hall together with specific instructions of use. These are inspected annually by an approved contractor and the Certificate of Inspection is displayed on the noticeboard just inside the entrance to the main hall, by the entrance porch. There are also smoke alarms fitted within the main hall. These are tested regularly to ensure that they are in good working order.

There are 3 main escape routes available and these are readily accessible from all areas of the hall. The main escape routes are (1) the main entrance (2) an external fire door off the main hall and (3) the patio doors at the top end of the building

Escape routes are all clearly marked with appropriate illuminated signs and a fire evacuation plan is displayed on the noticeboard near to the entrance of the hall. Special Conditions of Hire for Fire are given to all hirers upon booking the hall.

5. Installation, testing and maintenance

All fire prevention and fire-fighting equipment is maintained through periodic servicing and maintenance. Sources of risk are also checked on a regular basis and any potential hazards removed immediately.

Regular checks are made of the under-sink water heater, cooker, ovens, fridges, microwave, fire doors and lighting.

An annual check is made of the fire extinguishers and a Certificate of Inspection is obtained. The electrical system is also checked on a regular basis.

Smoke alarms are installed (2020) however these are not linked to a fire detection system.

4. RECORD, PLAN, INSTRUCT AND TRAIN

4.1 Significant findings and actions taken

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

4.2 Conditions of Hire

The conditions of hire of the Village Hall state that fire and other exits must not be obstructed. Conditions of hire are shown on the Village Hall website and also are included in the pack which is made available to all hirers upon booking.

Hirers are not permitted to light fires in the village hall field without express permission from the Committee.

Any electrical equipment or appliances that are brought on to the premises by hirers or contractors must be safe, in good working order and used in a safe manner. Unauthorised heating appliances must not be used on the premises without the consent of the Committee. Portable liquefied propane gas (LPG) heating appliances are not permitted under any circumstance and highly flammable substances must not be brought onto/used on the premises. No decorations of a combustible nature (e.g. polystyrene or cotton wool etc) to be put up inside the building without prior Committee consent.

Candles must not be used on window ledges, near to curtains or on wooden tables with cloths.

Discos or music bands or any other performing act are not permitted to use dry ice products due to the sensitivity of the fire detection equipment.

4.3 Emergency Plan

The Village Hall is of a simple layout with clear well signed fire escapes and fire extinguishers.

5. REVIEW

This fire risk assessment has been carried out for Marchington Woodlands Village Hall and is in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control and also to ensure that the fire precautions remain working effectively.

MARCHINGTON WOODLANDS VILLAGE HALL

FIRE RISK ASSESSMENT TABLE

Location	Sources of ignition	Fire-fighting and precautionary equipment	Escape Routes	Emergency lighting, signs and notices
M A I N ENTRANCE	Electric lights, Electric ceiling fan heater	Extinguisher located at bottom of the hall	Via main entrance door	Location of fire doors/ emergency Exit sign over the main entrance
HALL	Electric sockets Lighting Chairs Curtains Ceiling heaters	Extinguisher located at top of hall Extinguisher located at bottom of hall Smoke Alarms	Via main entrance, via emergency fire door or the patio doors whichever the nearest and safest	Location of fire doors/ emergency Exits signed and lit

KITCHEN	Electric ovens and power supply Electric sockets Kettle Microwave Fridge x 2 Under-sink water heater Water heater	Fire extinguisher Fire blanket	Via Emergency fire exit or the patio doors located at the top end of the hall	Turn off sign on cooker socket Turn off sign on hot water heater
TOILETS	Electric lighting Electric heater	None	Via the main entrance	None
STAGE	W o o d e n flooring Ceiling lighting E l e c t r i c a l sockets Stage curtain	Fire extinguishers located in the hall Smoke alarms located in the hall	Via the main entrance or the Emergency fire exit located at the top end of the hall whichever the nearer safest	None
BAR AREA	Electric sockets Lighting Electric plate warmer	Fire extinguisher Fire Blanket (Located in the kitchen area)	Via the Emergency fire door or patio doors located at the top end of the hall whichever the nearest and safest.	None