

## Salford Village Hall Management Committee

### Fire Risk Assessment

#### 1. Description of Premises

Salford Village Hall is a brick built single-story building situated at the lower end of the village close to the public house. The hall was built in 1960 and was refurbished in 2006. It is a registered charity run by a management committee made up of local volunteers.

The accommodation comprises a lobby with toilets off, a main hall with storeroom off and kitchen.

The main hall can accommodate 80 people for seated events

There is a gravel car park to the front of the building with space for approximately 15 cars plus one disabled space. There are emergency exits leading directly out of the building from the main hall, entrance hall and storeroom onto the car park.

Electric storage heaters heat the building.

A range of voluntary organization, private individuals and clubs hire the hall.

A written agreement between the Village Hall and the Hirer forms the basis of the hiring agreement. The Booking Form and Conditions of Hire draws the hirers' attention to their health and safety obligations.

#### 2. Fire Risks

- A. Electricity, which includes all lighting and power, light fittings, storage heaters, kitchen appliances and portable equipment
- B. Hot surfaces (kitchen)
- C. Smoking
- D. Accidental fires including accumulated combustible waste
- E. Arson and lesser mischief i.e. horseplay

#### 3. People affected by Fire

All users or visitors to the hall including children and those with disability

- a. Regular users, attendees at meetings, events and activities

- b. Organisers and attendees at special events organised on behalf of the Village Hall Management Committee which includes entertainment of all descriptions, community gatherings and other fund raising activities
- c. Person with a disability. There is a wheelchair access to the hall but the front fire exit has steps. All hirers should ensure that wheelchair users are aware of this. Hirers should also note people who are hard of hearing, have limited sight or are very elderly. These people may need extra help in an emergency.
- d. Children: Hirers who hold events attended by children should make sure that they are supervised at all times. Hirers must provide help to those children present in event of an emergency
- e. Contractors: visiting or carrying out work at the hall to include their employees, subcontractors and suppliers.

Due to the distance to the nearest residential building there is no requirement to consider residence as part of the evacuation plan.

#### 4. Escape Routes

See plan at Appendix A

Designated fire escape routes are located at the front entrance (marked 1 on the plan) from the main hall (marked 2) and from the storeroom (marked 3)

**All exits lead to an open area with easy access to the designated assembly area at the bus shelter**

#### 5. Fire Extinguishers

Lobby: water

Hall: Hydro Spray

Kitchen Fire blanket and Carbon Dioxide

Store Room: Water

All fire equipment has instructions for use next to them

All fire extinguishers within the premises are subject to an annual inspection and 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. A committee member is nominated to ensure it is kept well stocked. Included in the box are sterile adhesive dressings including waterproof dressing. In the event of burns or scalds sterile dressing can be used but no lotions or creams.

## 8 Signs and Notices

- All designated fire exits are clearly signed and illuminated in accordance with the Health and Safety (safety signs and signals) regulation 1996. All designated escape routes leading to fire exits are clearly signed.
- Location of fire extinguishers and their type are marked on the building plan
- Location of fire blanket is marked on the building plan
- “Action to take in the event of a fire”. These are sited in the kitchen and on the notice board in the Lobby.

## 9. Measures taken to reduce risk

### A. Electricity (low risk)

All electrical Installations and equipment are maintained and protected in accordance with the manufactures’ instructions and such maintenance and repair as required must be carried out by a competent person

A residual current device that is part of the 5 yearly maintenance of electrical installation protects all 13A sockets.

Portable electrical equipment provided in the hall are tested and inspected at intervals suitable for the type of equipment and the frequency of use.

**It is the responsibility of hirers of the hall who use their own electrical equipment at the hall to ensure compliance as to the testing and maintenance of such equipment; this forms part of the contract of hire of the hall.**

### B Hot Surfaces (Low Risk)

These form parts of good working practice within the kitchen. Users are made aware of the fire risks and suitable notices are displayed in the kitchen.

### C. Smoking (low Risk)

There is a strict “NO SMOKING “ policy for the whole of the premises endorsed by suitable notices

### D Accidental Fires (medium)

Strict control of all waste accumulated during events at the hall must be maintained and disposed of at the conclusion of the event.

The use of candles during an event must be kept to a minimum and where they used are for decorative purposes strict control is maintained to ensure safety during the event and proper disposal before vacating the hall

Combustible materials are not stored close to the building

### F, Arson (low risk)

Users and hire control of behavior on the premises to prevent mischief

All hirers or volunteers leading an activity have the responsibility of securing the premises at its conclusion and to ensure that no person is left on the premises. This includes the need to check that all likely sources of ignition e.g. electrical equipment, waste containers, candles etc. are removed or safely stored prior leaving.

## 10. Fire Action

The hirer is deemed to be the “**Responsible Person**” person in charge during their hire period. It is advisable to make a note of everyone attending your event.

In the event of a fire or other emergency the responsible person should follow “Action to take in the event of a fire” Appendix B

## Appendix B

### Action to take in the event of a fire

# FIRE!

## In the event of a fire

# DIAL 999

1. On discovering a fire alert occupants of the hall by shouting "FIRE" or use the hand bell located in the lobby.
2. The **Responsible Person** will instruct all persons to leave the building using the nearest available exit and to muster together as soon as possible at the bus shelter which is locate across the road to the right
3. A roll call should be taken
4. NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE. Use your mobile phone **Dial 112 or 999** and give this address:

**Salford Village Hall, Lower End, Salford, Chipping Norton OX7 5YW**

4.The **Responsible Person** should ensure that once the village hall has been evacuated, members of the public do not re-enter the building under any circumstances

5.On the arrival of the Fire Brigade, the **Responsible Person** should report to the Officer in Charge that a Roll Call has taken place and all person are safe, or should inform him/her of anyone who is missing.

6.Attempts to extinguish the outbreak of the fire using the fire extinguishers should be only carried out if it is considered safe. If any doubt get out of the building and call the Fire Brigade on **999 or 112**

7.After you have carried out all the above, and circumstance allow it please phone: 07377784680.