

Snitterfield Village Hall

Registered Charity No: 523001

Fire Risk Assessment for Snitterfield Village Hall

Description

Snitterfield Village Hall is a brick-built single-storey community building situated on Bearley Road in the centre of the village. The Hall is a registered charity and is run by a Management Committee of local volunteers.

The facility comprises of the Main Hall, a smaller room to the rear of the property (which is a wooden structure), kitchen with a serving hatch and toilets including an easy-access disabled toilet in a separate annex off the main hall. There is also a storage room off the main hall and a locked store room for the village playgroup within this area plus another one accessed the rear room but kept locked.

The Hall is available to hire for both private and public events. The Main Hall can hold up to 80 people seated at tables and 100 standing or in seated rows. The rear room has a smaller capacity.

There is a small car park at the front of the main building which is our designated Fire Assembly point. There are two emergency exits leading from the sides of the building and the main door acts as a third emergency exit.

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 Hire Agreement and Standard Conditions of the hire draws the hirers' attention to the health and safety and licensing obligations that the booking places upon them.

Principal Users of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to, local elections, a village social evenings, a weekly community meetings including the village playgroup, parish council meetings, exercise classes and charity fund raisers.

The Management Committee encourages users and hirers to make themselves aware of the exit routes, the location of emergency equipment and the layout of the Hall. A building plan is available on the notice board in the kitchen and on the front door to the main Hall.

People at Risk of Fire

Staff: The Village Hall Management Committee does not employ any staff directly - our cleaners are self-employed

Trades People: The committee employs local trades people on both an ad-hoc and scheduled basis for the purpose of safety checks and building maintenance. Local trades people who are familiar with the building and its layout are given the key for the duration of their work to access the building, while others are accompanied on site by one or more committee members.

Hall Users: These will generally be familiar with the layout and its emergency exit routes. Those who are not will find the building and simple layout easy to navigate and assimilate. The Main Hall area is open plan with two easily identifiable fire exits. Emergency lighting is situated over the fire exits and around the Hall, and this is tested regularly. The exits all give a route of exit to the car park area via the side of the hall or from the main door.

Disabled Persons: At a typical function it is possible for disabled persons to be present. It is the responsibility of the Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. The main exit doors is on a slightly raised level from the car park surface which is of tarmac construction. There is a portable ramp available to assist wheelchair users to enter and exit the hall through the main door (this is kept in the store room) and there is also a ramp from the fire exit on the kitchen-side of the hall.

Children: It is the responsibility of the hirers and parents/carers to ensure all children are supervised and that they are given adequate assistance in the event of an evacuation. Any future child centred user groups, such as Brownies or a crèche will be expected to carry 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 front of the Hall or across the car park.

Control Measures:

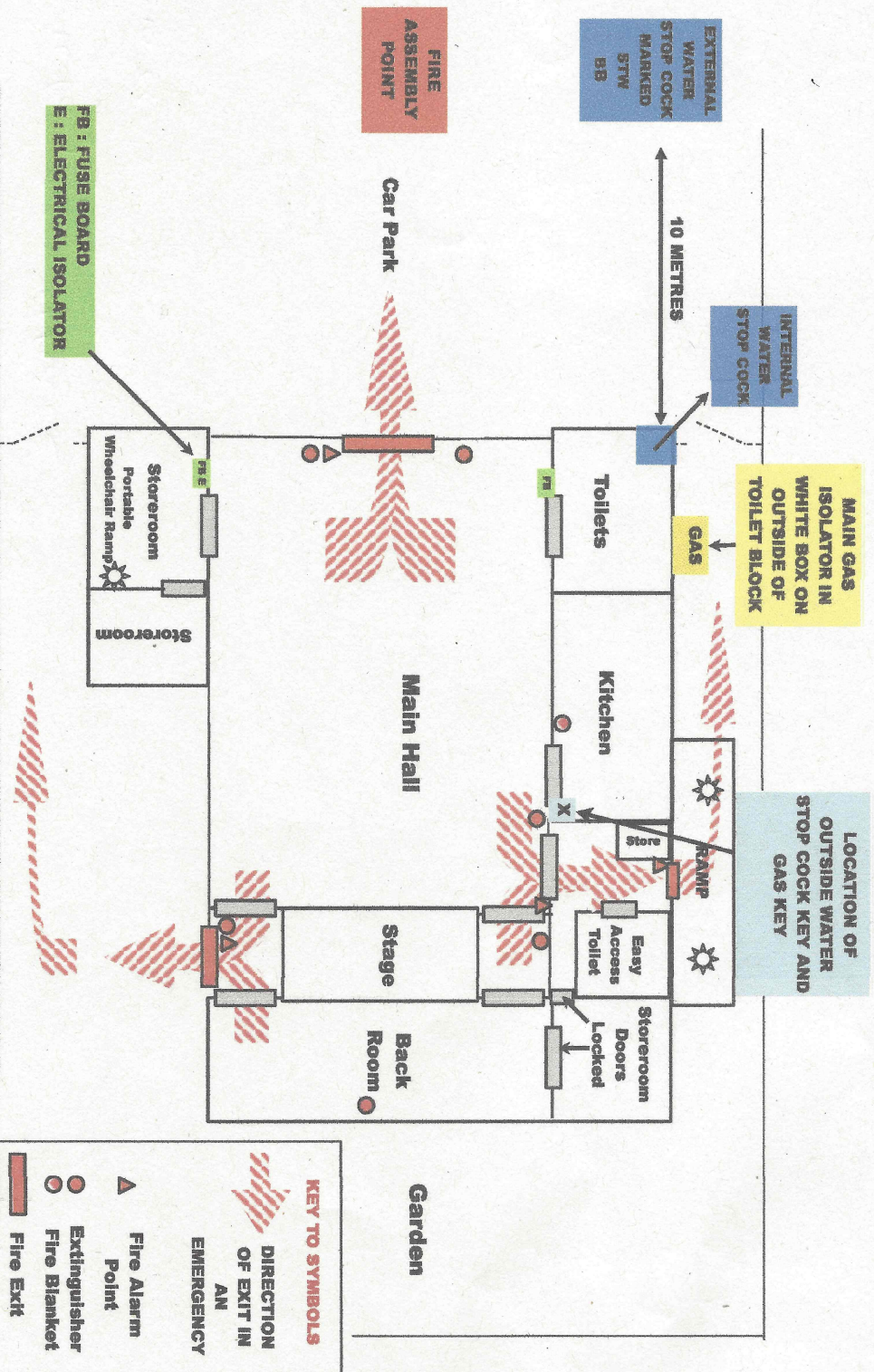
Fire Hazard	Likelihood 1 = High 5 = Low	Risk to People from Fire Hazard	Measures to Avoid or Reduce The Hazard	Measures to Avoid or Reduce To People
Fire Inside Hall	1	Smoke inhalation Burns Death	<p>Ensure sufficient and correct firefighting equipment is available and that it is inspected at least annually. The exits and firefighting equipment are clearly marked on the plan of the Village Hall which is displayed on the notice board.</p> <p>Ensure Village Hall furnishings are made of non-combustible material or a material has been fire proofed. Hall users are asked to remove their rubbish when they vacate the hall (i.e. emptying the bins)</p>	<p>Ensure Hall users/hirers know how to evacuate the building, where the firefighting equipment is located and where the assembly point is. Also ensure users/hirers know that one person must be responsible for checking the building has been evacuated and the Fire Service called. Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit routes are clear.</p> <p>Users will be made aware of their responsibilities under the Premises License (via the booking process and hire agreement)</p> <p>Under no circumstances must the safety equipment or fire alarm system be tampered with</p>
Fire on the premises outside the hall	1	Evacuating people away from the source of the fire		<p>Ensure users/hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is undertaken safely.</p>

Fire Hazard	Likelihood 1 = High 5 = Low	Risk to People from Fire Hazard	Measures to Avoid or Reduce The Hazard	Measures to Avoid or Reduce To People
Faulty electrics in mains supply, heating, lighting, kitchen appliances or portable devices	1	Electrocution while attempting to put out the fire with water	A qualified electrician checks the fixed wiring once every five years and portable devices are checked every year. A Certificate of Inspection obtained for every inspection and retained. Appliances have PAT stickers on.	Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires.
Smoking	2	Smoke inhalation Burns	A No Smoking policy is enforced throughout the premises.	Smoking is NOT permitted within the hall
Cooking Accidents	2	Smoke inhalation Burns	Ensure users are aware of appropriate safety precautions concerning the use of the oven and how to cope with oil fires. Ensure there is a fire blanket close to the oven for putting out oil fires. Ensure children are discouraged from entering the kitchen	Children are discouraged from entering the kitchen Ensure the floor doesn't become wet and slippery whilst using the kitchen
Children playing with matches or other combustibles	2	Smoke inhalation Burns	Keep any matches out of the reach of children	Ensure users/hirers are aware of their responsibility to supervise children while on the premises. Children are discouraged from entering the kitchen
Arson	1	Smoke inhalation Burns	Ensure Hall users/hirers are aware of their responsibility for the Hall during their occupation, to take reasonable steps to prevent wilful damage and to ensure the premises is locked on departure & the key is returned to the Bookings Secretary	Wherever possible, locking mechanisms are fitted for ensuring internal safety without comprising emergency exit. Refuse Bins are stored away from the building

Fire Assembly Point:

Car park at front of hall but away from building

Plan of the Hall:



PLAN OF VILLAGE HALL EMERGENCY EXITS AND ISOLATION POINTS

Date Policy Implemented: 28.3.2022

Reviewed by: *Wesley Sewell*

Date: 18.10.23