

STOCKLINCH VILLAGE HALL

FIRE RISK ASSESSMENT

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STOCKLINCH VILLAGE HALL

FIRE RISK ASSESSMENT

INTRODUCTION

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

Step 1 – Identify fire hazards

Step 2 – Identify people at risk

Step 3 – Evaluate, remove, reduce and protect from risk

Step 4 – Record, plan, inform, instruct and train

Step 5 – Review

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

1. Main entrance and foyer
2. Main hall
3. Kitchen
4. Disabled & Men's & Ladies' toilets
5. 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 on 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 electrical equipment located in the kitchen e.g. cooker, dishwasher, microwave, fridge, water heater. There are two wall mounted ASHP (Air Source Heat Pumps) as well as a few oil-filled mobile electric heaters. The (tiled) roof has PV Solar panels on its South face. *(DT questions - Have we informed our Insurance company)*

Other sources of potential ignition are electric sockets, portable appliances, the audio visual system and the lighting located throughout all the hall areas.

Principal sources of fuel are concentrated externally being the old gas bottles for the gas heaters, and various wooden objects and stage props stored in the shed outside the hall to its rear.

Other sources of fuel are plastic seating, wooden tables, wooden floor, curtains and the wooden stage itself.

The main source of oxygen is the natural airflow through, doors and windows.

2. PEOPLE AT RISK

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

- Hirers of the Village Hall
- Contractors
- Volunteer Cleaners
- Village Hall villagers
- Children (when used as a party venue)
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

3. EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

3.1 The risk of fire occurring

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen and audio/visual equipment and ASHP in the hall. Combustible materials are kept away from these sources and equipment and heating units are regularly serviced and maintained in a good state of repair. Elsewhere, electric sockets and lighting are well maintained and portable appliances 'PAT' tested where appropriate.

3.2 The risk to people

An evaluation has been carried out of the actual risk to people

identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition i.e. kitchen, or hall.

The main entrance/foyer, the main hall, disabled & other toilets and stage are all at ground floor level (this is a single storey building) and are open to the various escape routes available being the main entrance and two external fire doors lit by emergency lighting and signed.

The slightly elevated stage offers means of escape via an external fire door that adjacent to the stage.

3.3 Removal/reduction of the hazards

The identified potential hazards comprise the range 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 interests of the village hall or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing.

Similarly, the ASHP (air handlers) in the hall are essential for the comfort and well-being of users of the hall. Their potential hazards are minimised through their location high on the walls and servicing as required.

Stage scenery, wood and tables stored by Stocklinch Village Hall at the rear does represent a potential hazard but these are the minimum practical and are to be kept tidy and confined to this specific storage area.

Stocklinch Village hall operates a No Smoking policy in all areas of the building.

Elsewhere flammable materials are limited to curtains, tables and seating, and are generally kept away from potential hazards.

3.4 Removal/reduction of the risks to people

The fire risk to people has been minimised as far as reasonably practical. Adequate fire escape signs are in place as is emergency lighting (replaced December 2016) to assist people in the event of fire and to allow them to escape safely.

A fire extinguisher is located in kitchen with instructions, as detailed in the accompanying table, and is regularly inspected and the Certificate of Inspection is displayed in the main entrance/foyer. A fire blanket is also located in the kitchen.

There are three main escape routes available and are readily accessible

from all parts of the hall. All are independent of each other. The main escape routes are (1) the main entrance (2) an external fire door off the entrance/foyer area & (3) an external fire door adjacent to the stage.

Escape routes are marked all unencumbered and are listed in the accompanying table. All external fire doors lead to the outside and provide open space for safe and easy evacuation of the hall.

Escape routes and exits are indicated by appropriate signs as indicated in the accompanying table. Fire exit signs are also detailed in the accompanying table. The fire extinguisher has operating instructions clearly displayed.

3.5 Installation, testing and maintenance

All fire prevention and fire fighting equipment is maintained in effective working order through periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

Regular checks are made of the under-sink water heater, cooker, fridge, fire doors, lights, dishwasher and microwave.

An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system is also checked on regular basis and the installation checked in 2016 when a new consumer unit was fitted in the kitchen.

4. RECORD, PLAN, INFORM, INSTRUCT AND TRAIN

4.1 Significant findings and action taken

The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to 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 VH state that fire and other exits must not be obstructed. Conditions of hire are shown on the Village Hall web-site.

4.3 Emergency plan

The village hall is a simple layout with clear well signed fire escapes and a fire extinguisher. Conditions of hire state that fire and other exits must not be obstructed.

5. REVIEW

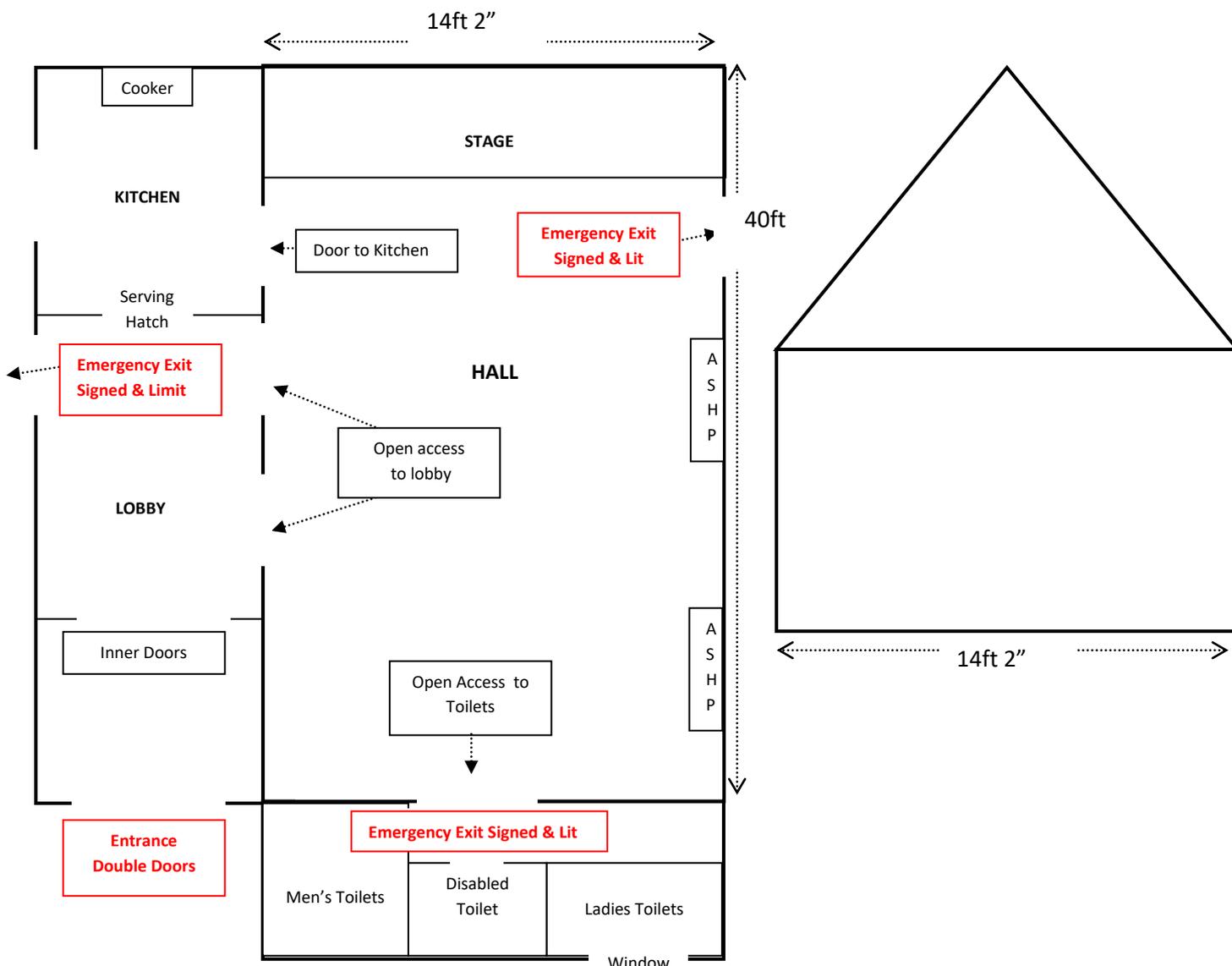
This fire risk assessment has been carried out for Stocklinch Village Hall having read the ...139 pages of HM Government's 'Fire safety risk assessment small medium assembly paper.'

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 are still working effectively.

It is also available on the Stocklinch Website www.Stocklinch.ork.uk

A plan of Stocklinch Village Hall is attached as Appendix 1.

PLAN OF STOCKLINCH VILLAGE HALL



Notes:

- (1) The ASHP (air handlers) are located on the RH side of the hall marked.
- (2) There are PV solar panels located on the south side of the main roof.

This drawing is NOT to scale but is for information purposes only.

STOCKLINCH VILLAGE HALL FIRE RISK ASSESSMENT TABLE

Location	Sources of ignition, fuel	Fire fighting and equipment	Escape routes	Emergency lighting, signs and notices
1. MAIN ENTRANCE	Electric lights	Extinguisher In kitchen	Via main door or Fire escape	Location of fire doors /emergency Exit sign over Front/Main entrance
2. HALL	Electric sockets and lighting. Stage lighting Audio/visual equipment Chairs Tables ASHP	Extinguisher In kitchen	Via main door Via side fire Escape (entrance Hall) Via side fire Escape entrance (adjacent stage)	Location of fire doors /emergency Exits signed & lit
3. KITCHEN	Electric cooker and power supply. Electric sockets and lighting. Dishwasher. Under- sink. Waterheater. Kettle. Microwave. Fridge. Electric oven	Fire blanket. Extinguisher	Via main hall to Fire escape Adjacent stage Fire escape lobby. In emergency via serving hatch	'Turn off' sign on cooker box. 'Turn off' sign on Hot water heater.
4. TOILETS	Electric lighting. Electric boiler.	None.	Via main doors/ Via emergency Exit in lobby area.	Sign above exit from . Toilet area
5. STAGE	Electric sockets and lighting. Audio/visual system. Flood Lights	Extinguisher In kitchen	Via emergency Exit adjacent stage.	Location of fire doors and extinguishers Emergency Exit. Sign & lit