

Stocklinch Village Hall, Ilminster, TA19 9JG

Fire Risk Assessment, Health & Safety Inspection

An inspection / review was undertaken by Mr J Eggleton and Mr B Hooper (both on the village hall committee) and Mrs A Kent (independent hirer of the hall) on 15 November 2021.

Please read and understand the Emergency Plan which is attached to the notice board in the entrance.

Overview.

The village hall is a detached, single storey building of stone construction with a tiled roof. There is a lobby, a large meeting area, a kitchen and 3 toilets – ladies, gents and disabled.

All internal walls are of solid construction.

The entrance is well lit at night.

There is a large wooden storage shed within its grounds.

The boundary of the grounds is marked by walls and a hedge.

There is not a gas supply to the property or an oil tank. Electric heaters are combined with air conditioning units.

The main front door has a lock which requires a code to enter, the code is known by the village hall committee members (past & present) and it can also be obtained by dialling 999 as there is a defibrillator in the lobby.

There are 2 Emergency Exit doors which are both clearly sign-posted.

One is to the right of the stage, upon exiting there is a stone slabbed pathway which is well lit and leads to the front of the building / roadway.

The other is to the left of the kitchen, upon exiting there is a gravel pathway which is well lit and again leads to the front of the building and the roadway.

The entry to the kitchen has a self-closing fire door, there is a serving hatch which has a concertina fire door.

The internal areas are 'no smoking' and signs are visible.

There is a fire blanket in a draw (with a sign on it) in the kitchen.

There are 3 Chubb fire extinguishers which are covered by a service agreement with Chubb which is due for renewal each January

A 2kg CO2 fire extinguisher is located in the kitchen

A 3.5 kg water fire extinguisher is located close to the entrance and another is located by the toilets.

There is a First Aid Kit in the front lobby area and an Incident Book in a kitchen draw with a sign on it.

Fire Assessment.

Risks.

The only risk (very low) that we can see is if there was to be a fire in the kitchen.

Preventative actions.

All exits and pathways must be kept clear at all times this will allow a quick and safe escape in the event of a fire.

In the event of a fire.

If you discover a fire raise the alarm by shouting 'Fire', this will warn everyone within the building.

Do not put yourself at risk. If possible locate a suitable fire extinguisher and try to put the fire out.

If unsuccessful then leave by the nearest available exit, do not stop to collect personal belongings. If possible turn off the cooker, close windows and doors.

As soon as the alarm is raised, everyone else should leave the building by the nearest available exit. Do not stop to collect personal belongings. Move to a safe assembly area in the front garden of Lambardes (house next to the village hall). Call the fire and rescue service by dialling 999.

Health & Safety Inspection.

Although there is no legal requirement from the Health & Safety Executive or the insurers to produce a policy (the legislation is the Health & Safety at Work Act 1974 which does not apply as the village hall does not have any employees) nominated committee members will be inspecting the internal areas yearly prior to the AGM. This is to be recorded in the minutes of the AGM.

The maximum number of people in the village hall must not exceed 70 at any time.

All accidents are to be recorded in the Incident Book which can be found in a kitchen drawer with a sign on it.

All pathways and doorways must be kept clear at all times.

Children under 16 years old are not allowed in the kitchen.

Care must be exercised when leaving the stage area as there is a step of approximately 20cm

Care must be taken when opening the electronics cupboard door.

There are to be no naked flames at any time, this includes candles.

All cleaning liquids are to be kept in a kitchen cupboard.

Any spills of liquid must be cleaned up as soon as possible to prevent any slips and falls.

Chairs are to be stacked no more than 8 high and facing the wall.

All cables etc are to be securely fixed if they are below 2.5 metres from floor level.

Shelves in the shed are not to be overloaded.

It is the duty of any hirers to report to a representative of the village hall committee any broken light bulbs, obstructions or objects which could cause injury to anyone in the common areas including the grounds. Those working on the building must adhere to all relevant Health & Safety Laws.

A copy of this Fire Risk Assessment, Health & Safety Inspection must be given to all hirers of the hall. It is the responsibility of the hirer to read and understand the above

Electrical inspection.

The communal electrics are to be inspected every five years by a competent person and the certificate kept on file. The last inspection was carried out on 15 November 2021 and no major faults were found.

All portable electrical equipment such as kettles, computers etc need to be visually inspected every 2 years and PAT tested every 4 years. PAT testing is to be carried out by a competent person and the results kept on file.

EMERGENCY PLAN

In the event of Fire

How people will be warned if there is a fire.

The person discovering the fire is to shout 'FIRE'.

If you discover a fire.

Verbally raise the alarm by shouting 'Fire'.

Try to tackle the fire as below, if unsuccessful leave the building by the nearest exit and call the fire & rescue service by dialling 999.

Tackling a Fire.

If a cooking pot or chip pan is involved, turn off the cooker and cover with the fire blanket, or with a saucepan lid, tray or damp cloth.

Do not put yourself at risk, if possible locate a suitable fire extinguisher and try to put the fire out.

Hearing the alarm.

On hearing the verbal alarm: Do not put yourself at risk. Do not stop to collect personal belongings. Leave the building by the nearest available exit and move to a safe assembly area in the garden of Lombardes (house next door). Call the fire and rescue service by dialling 999.

How will the emergency services be notified and who is responsible The person discovering the fire will call 999.

Plans to deal with people once they have left the premises

All should remain at the assembly point in the garden of Lambardes. No individual should re-enter the building for any reason until they have been instructed to do so

The Overview, Fire Assessment, Health & Safety Inspection and Emergency Plan has been prepared by Mr J Eggleton with advice from the Devon & Somerset Fire & Rescue Service. It is to be sent to all hirers of the village hall. A copy is to be posted on the notice board.