

Wendlebury Village Hall

Fire Risk Assessment

1. Fire hazards

1.1 Main Hall

Three notice boards with paper notices attached – requirement to provide users with notice board space, would not spontaneously ignite.

Curtains – treated for flame resistance

- stops on curtain rails to prevent curtains being drawn in front of wall heaters

Staging – comprises thick wood framing with carpet cover on plywood; would not spontaneously ignite.

Radiant heaters – metal guard on each heater – potential fire risk if a user placed something against them (they are approx 9 feet above floor level). If these caused a fire it would be immediately obvious to users in the Hall.

Heaters are on a one hour timer so could not be left unattended for longer than one hour without switching off.

Lighting and electrics. Lighting renewed in 2009. Electric sockets to be checked periodically.

1.2 Kitchen

Wall heater above door and plinth heater.

Kettles / microwave / portable electrical equipment – all subject to annual PAT test

Cooker – potential risk from cooking or flammable objects left/placed on electric rings.

Dishwasher and two fridges switched off when not in use.

Cupboard containing cleaning materials (non-flammable), tea towels and toilet paper supplies.

Fire door between kitchen and main hall would slow any fire arising in the kitchen. Fire exit from kitchen to car park.

Lighting and electrical sockets – installed new in 2009.

1.3 Storeroom

Used to store tables and chairs and for general storage of user equipment.

Wooden shelving, cardboard boxes, plastic toys, wooden boxes, wood staging.

User hiring agreement does not permit the use of flammable or hazardous materials in the Hall.

1.4 Bar

Occasional use, approx 12 times per year.

Locked except when users have specifically hired the bar.

Two gas cylinders for beer and lager pumps (CO2 and Argon)

Chillers and fridge – only used when bar is in use.

Entry and exit is through the store room (or, in emergency, could be through the servery hatch into main hall)

Locked store room off bar containing alcohol.

1.5 Toilets

Male and female toilets have “instant” water heaters for hand washing and electric hand dryers.

Toilet paper in toilets.

1.6 Electrical system

Needs to be examined and tested by qualified electrician every 5 years.

2. People at risk

Hall users - may include disabled users. The Hirer would be the only person who would know if disabled users are present.

Committee members – meetings or doing odd jobs. Ensure they are familiar with fire equipment and fire escape routes.

Cleaner - ensure familiarity with fire equipment and fire escape routes.

3. Evaluating and reducing risk.

3.1 The four major risks are:-

Failure of the electrical system causing a fire.

Electric radiant heaters

Kitchen fire arising from the use of the cooker

Arson.

3.2 Fire safety equipment provided.

(a) Two water extinguishers in main hall, one water extinguisher in entrance, CO2 extinguisher and fire blanket in kitchen. All subject to annual inspection and test under an ongoing contract with third party specialist.

(b) Fire alarm system with smoke detectors in the Hall, bar and kitchen and automatic fire curtains. Need to be maintained by a specialist contractor.

3.3 Evacuation.

The Hall is small (max users 100) and it is unlikely that a fire would go undetected for long.

There are signed fire exits in the bar, storeroom, kitchen and main Hall (3).

The max distance to get to a fire exit is approx 10 metres.

There is a ramp for access at the main Hall entrance and small steps for the main Hall fire exits.

Compliant signage above all fire exits.

Emergency lighting above all fire exits – tested at every hall management committee meeting (5 times per year)

3.4 User safety, training and evacuation procedures

There are 3 fire exits from the hall; the main entrance and two fire doors in the main hall opposite the entrance, all of which are signed. A notice is displayed on the hall notice board with procedures to follow in the event of fire. The terms and conditions of hire specify where these exits are and require hirers to familiarise themselves and others using the hall with the location of the exits and the fire procedures. The assembly point in the event of an emergency is in the fenced playground well away from the hall.