

Tatsfield Village Hall Fire Safety Risk Assessment

INDEX

- 1 Fire Hazards
 - A) Sources of Ignition and Action
 - B) What could burn and Prevention
- 2 People at Risk
- 3 Evaluation and Action
 - A) Evaluation
 - B) Action
- 4 Record, Plan and Train
- 5 Regular Review
- 6 Fire Notices

Tatsfield Village Hall Fire Safety Risk Assessment

1 Fire Hazards

A) Sources of Ignition

Action

Gas cooker	<i>Annual gas inspection</i>
Gas Boiler	<i>Annual gas inspection and in a separate brick room</i>
Electrical circuits	<i>5 year electrical inspection</i>
Electric water Heater	<i>5 year electrical inspection</i>
Lighting	<i>5 year electrical inspection</i>
Hand dryers	<i>5 year electrical inspection</i>
Sound system	<i>5 year electrical inspection</i>
Immersion tank	<i>5 year electrical inspection</i>
Air cooling units	<i>5 year electrical inspection and annual service</i>
Portable electrical equipment	<i>annual PAT test required on all equipment brought into hall</i> <i>Copy shown and recorded by TVHMC</i>
Microwave	<i>annual PAT test</i>
Heated Food trolley	<i>annual PAT test</i>
Christmas tree lights	<i>annual PAT test</i>
Vacuum Cleaner	<i>annual PAT test</i>
Electric Fire (Green Room)	<i>annual PAT test</i>
Naked flames	<i>No smoking is allowed signage in place</i> <i>additional supervision for events involving naked flame</i>

All sources inspected as part of 4 monthly assessment review and currently considered low risk

Tatsfield Village Hall Fire Safety Risk Assessment

1 Fire Hazards

B) What could burn?

Prevention

Curtains	<i>fire proofed</i>
Rubbish	<i>removed from hall after each booking</i>
Group equipment	<i>stored in locked cupboards to reduce spread of fire</i>
Tables	<i>stored in closed cupboard / room to reduce spread of fire</i>
Chairs	<i>stored in closed room to reduce spread of fire</i>
Acoustic roof panels	<i>fire proofed on supply</i>
Dustbins	<i>outside premises</i>

All considered to be low risk except rubbish which considered medium if not removed

Tatsfield Village Hall Fire Safety Risk Assessment

2 People at Risk

Full time users, Occasional Hirers, Committee members, Staff, Contractors

Greater risk for young, elderly and disabled

Specifically Users of the Upstairs Meeting Rooms

Matters considered

- a) whether the smoke alarm could be heard throughout all the rooms,
- b) the distance of travel from the area in question to the nearest exit,
- c) whether there were any sources of ignition near the stairs,
- d) whether anything combustible were stored under the stairs
- e) whether fire doors leading to the escape route were closed.

It is considered

- a) that the alarm sounders are audible upstairs, regularly checked as part of assessment
- b) that the distance of travel to the main side door was sufficient to allow exit
- c) that the possible sources of ignition were in the kitchen and the lobby electrical cupboard
- d) that if salt were to be stored under the stairs, this would not be combustible
- e) that neither the kitchen door nor the doors leading to the main hall were classified as fire doors although, if closed, they would reduce the spread of fire to some degree. This risk is highlighted to hirers.

The likely obstructiveness of the stair lift and the difficulty of escape for anyone with impaired mobility were also considered. Opinion was that, when stationary, the lift would not impede rapid descent and that, regrettably, the problem of quick escape for anyone with mobility difficulties was universal and usually insoluble. This risk is highlighted to Hirers.

It was agreed that, on balance, the risk of being trapped on the first floor in the event of a fire was slight and not sufficient to preclude use of the rooms.

It was thought sensible that reminder notices appropriately worded about procedures in case of fire should be displayed in all areas and particularly on the upstairs room doors.

An 'In Event of Fire' sign is prominently displayed in the downstairs and upstairs foyers.

Tatsfield Village Hall Fire Safety Risk Assessment

3 Evaluation and Action

A) Evaluation

All risks of fire have been assessed as low with the control measures put in place.

Risk to people has been reduced to low by the control measures put in place.

Sources of fire are separated from ignitable materials.

Ignitable materials are stored in locked cupboards to reduce the risk of arson.

As rubbish is removed from premises by users low risk of arson from bins.

Letter box removed and external box fitted to limit spread of fire in case of arson attack.

B) Action

Hire agreement indicates action in case of fire and familiarisation of equipment provided.

It is statutory for Hirers to read fire notice to all attendees,

Everybody made aware of health and safety policy statement as regards fire

Smoke detectors to warn of outbreak of fire

Alarm points throughout building

Alarm bells to inform of fire audible in all areas

Alarm system tested as per schedule

Responsibility of nominated hirer to evacuate hall

Responsibility of nominated hirer to call fire service and advise hall committee member

Emergency lighting to assist exit

Emergency lighting tested as per schedule

Fire extinguishers throughout building, to assist exit and control small fire if safe to do so.

Fire blanket in kitchen to assist exit and control small fire if safe to do so.

Fire extinguishers tested as per schedule.

Emergency exits unobstructed and unlocked to facilitate emergency evacuation

Emergency exits easily opened and exit routes indicated, tested as per schedule

Evacuation to safe distance as per Health and Safety Policy Statement

Tatsfield Village Hall Fire Safety Risk Assessment

4 Record, Plan and Train

Health and Safety Policy statement sets out time scale for maintenance of fire fighting equipment

Health and Safety Policy statement sets out time scale for maintenance of fire alarm system

Health and Safety Policy statement sets out time scale for maintenance of emergency lighting

Health and Safety Policy statement sets out time scale for maintenance of emergency exits

Health and Safety Policy statement sets out time scale for maintenance of emergency exit signs

Health and Safety Policy statement sets out action to be taken regarding fire risks

Regular fire drills undertaken by regular hall users

Tatsfield Village Hall Fire Safety Risk Assessment

5 Regular Review

In line with all other Village Hall risk assessments the Village Hall Fire Safety Risk Assessment will be reviewed 4 monthly and updated accordingly

In the event of changes to the building or work practices the Village Hall Fire Safety Risk Assessment will be immediately reviewed.

In the event of fire or near miss the Village Hall Fire Safety Risk Assessment will be immediately reviewed.

Tatsfield Village Hall Fire Safety Risk Assessment

IN EVENT OF FIRE NOTICE



IN THE EVENT OF FIRE

Activate the nearest alarm

Telephone the fire brigade (999) from the phone on the wall to the left of the toilets

If the fire is *small*, attempt to extinguish using the *appropriate* extinguisher

Leave the Hall by the nearest exit

Assemble on the green in front of The Ship

Do not return to the Hall until authorised

The person in charge should ensure that:

all occupants are assembled on the green

cars are not removed from the car park

clear access is maintained for emergency services

someone is available to liaise with the emergency services

IN CASE OF EMERGENCY

LOCATION OF:

FIRE ALARMS

- on the walls: to the left of the lobby entrance doors
- to the left of the kitchen hatches
- by the exit doors at the foot of the stage stairs
- on the first floor facing the stairs

EMERGENCY EXITS

- doors: the main entrance to the lobby
- at the foot of the stage stairs
- at the back of the stage

FIRE EXTINGUISHERS

- on the walls:

TELEPHONE

- on the wall to the left of the downstairs toilets available for free 999 calls only

FIRST AID BOX

- in the drawer to the right of the cooker

MAINS ELECTRICITY SWITCH

- red switch at the base of the grey fuse box in the top right-hand cupboard to the left of the main entrance

GAS MASTER TAP

- in the brick-built control box outside the Hall by the kitchen window. The key is kept on a hook above the hat shelf in the left-hand corner of the cloakroom.

WATER STOP-COCK

- under the left-hand cupboard under the sink

IN CASE OF A FIRE

Fire Alarm The system works automatically via smoke alarms in various locations or by break glass units.

Fire Assembly Point: Green triangle outside The Ship Public House

On Discovering a Fire: Activate the alarm, if the automatic system has not operated

Dial 999 and notify the Emergency Services

Attempt to extinguish any small fire using the equipment provided but do not take any unnecessary risks

Action When The Alarm Has Been Activated: If you have attempted to extinguish the fire but have failed to do so promptly do not continue further and leave the premises

Immediately leave the premises and assemble at the Fire Assembly Point

Evacuate the building even if the alarm stops

Do not collect personal belongings

Do not run, remain calm & bring others with you as you leave the premises

Do not re-enter the building until instructed to do so by the person in charge

Emergency Evacuation Procedure – Person in Charge / Hirer / Contractor

Person in Charge / Hirer / Contractor On Discovering a Fire or Being Made Aware of a Fire: Activate the alarm, if the automatic system has not operated

Ensure that the Emergency Services are informed immediately, however small the incident

Action When The Alarm Has Been Activated: Ensure that all occupants evacuate the premises in a calm manner, marshalling on the Green triangle opposite the Ship Public House

Ensure that no attempt is made to remove any cars from the car park

Liase with the emergency services upon their arrival and until they depart

Ensure clear access is maintained for the emergency services.

