

# Tatsfield Village Hall Fire Safety Risk Assessment

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# 1 Fire Hazards

## A) Sources of Ignition

## Actions in place

Gas Boiler	<i>Annual gas inspection and in a separate brick room</i>
Gas cooker	<i>Annual gas inspection</i>
Electrical Installation Condition	<i>5 year electrical inspection (fixed wiring + 25% of accessories physically removed and replaced) Reported failures rectified</i>
chair lift	<i>annual inspection</i>
air cooling units	<i>annual inspection</i>
Portable electrical equipment: Christmas tree extension leads fridge freezer heated food trolley ice maker microwave sound system vacuum cleaner wine chiller	<i>PAT tests carried out annually.</i>
	<i>Test results, including items submitted by regular user groups, retained by VHMC. Conditions of hire require that temporary or portable equipment is connected to socket outlets protected by one or more RCDs with adequate load current ratings &amp; a 3 milliamp tripping current has a valid PAT certificate.</i>
Flammable substance	<i>conditions of hire prohibit flammable substances</i>
Naked flames	
Smoking	
Inside the building	<i>Prohibited. No smoking signs in place</i>
Cigarette bin in porch	<i>Risk posed by cigarettes extinguished in bin attached to wall assessed as being less significant than risk of cigarettes carelessly discarded if bin removed.</i>

All sources currently considered low risk

# 1 Fire Hazards

## B) What could burn?

## Prevention

Curtains	<i>fire retardant to British Standards</i>
Rubbish	<i>conditions of hire stipulate rubbish to be removed from Hall after each hiring</i>
Group equipment	<i>stored in locked cupboards to reduce spread of fire Pre school items stored under stage and one electric light illuminates but wiring inspected and flammable items removed</i>
Tables	<i>stored in closed cupboard / room to reduce spread of fire</i>
Chairs and Screens	<i>stored in closed room to reduce spread of fire portable screens fire-proofed by manufacturer</i>
Acoustic panels	<i>fire proofed on supply</i>
Noticeboard	<i>complies with BS EN 13823:2002 &amp; BS EN 11925-2</i>
Dustbins	<i>outside and padlocked 6 feet away from premises</i>
Paper: Files	<i>stored in locked cabinets in locked 1<sup>st</sup> floor room</i>
Paper towels	<i>stored in locked cupboard on 1<sup>st</sup> floor</i>

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

## C) Sources of oxygen

Natural ventilation through doors and windows

Air cooling units

Level of Risk low

## D) Arson attack

## Prevention

Dustbins	<i>outside and padlocked 6 feet away from premises</i>
Plastic toys used outside eg bikes	<i>stored in locked cupboard</i>
Letter box: door	<i>sealed</i>
outside box	<i>none - no reasonable alternative available</i>

Level of Risk to be discussed

## 2 People at Risk

### Regular users

Regular users' conditions of hire state that:

The Hirer must ensure that group members are reminded, at regular intervals, of the directions set out in the Fire Notice.

### Occasional Hirers

Occasional hirers' conditions of hire state that:

The Fire Notice on the lobby noticeboard must be read aloud to all attendees at the beginning of the event.

### Committee members

Committee members are all familiar with Fire Safety procedures.

### Contractors

Contractors' Declaration requires an undertaking that

Before commencing work we shall

- 1) be aware of Tatsfield Village Hall Health and Safety Policy Document, displayed on foyer notice board, especially as regards lone working
- 2) read the Fire Notice
- 3) locate emergency exits, lighting controls and fire extinguishers
- 4) understand the No Smoking Policy

Should it be essential that substances hazardous to health or flammable substances are used when working we shall ensure that they are handled and stored in accordance with COSHH and DSEAR requirements.

## **Appendix C lists average occupancy**

### At greatest risk

#### children

Little Acorns Pre School has its own Fire Safety Policy and undertakes its own Fire Safety risk assessment.

There is a NO ENTRY notice hung at the bottom of the stairs.

Little Acorns secures lobby and main hall exits with hooks. Ofsted have agreed risk assessment conclusion that risk of children escaping outweighs risk of delayed exit.

#### frail elderly and disabled

Currently no regular bookings for old people's groups or organisations for people with disabilities. Attendees at occasional events sometimes include the elderly or people with impaired mobility but not in such numbers as to make escape within 2.5 minutes doubtful. Two double-door emergency exits are wheelchair accessible.

#### lone workers

Anyone working alone made aware of the Lone Worker Policy as detailed on page 11 of the Health & Safety Policy Document.

## Specifically people using First floor rooms

Matters considered

- a) whether the smoke alarm could be heard throughout all the rooms,
- b) whether there were any sources of ignition near the stairs,
- c) the distance of travel from the area in question to the nearest exit,
- d) whether doors leading to the escape route were closed.
- e) the likely obstructiveness of the stair lift
- f) the difficulty of escape for anyone with impaired mobility

It is considered that

- a) the smoke alarms
  - i) are sited in the kitchen, the foyer and the landing
  - ii) are regularly checked as part of assessment
  - iii) sounders are audible upstairs
- b) the possible sources of ignition are in i) the kitchen and ii) the lobby electrical cupboard
  - i) the risk of rapid spread of fire from the kitchen is reduced because:
    - the kitchen door conforms to current fire retardent standards
    - conditions of hire require that the metal shutters between the kitchen and the main hall are closed at the end of each hiring
    - the doors leading to the main hall conform to fire standards applicable in 2000
  - ii) the fuse cabinet in the lobby
    - has a metal door which would resist the spread of fire
    - is out of the reach of children
- c) In accordance with the Regulatory Reform (Fire Safety) Order 2005 the travel distance to the nearest emergency exit door is no more than 18 metres
- d) all first floor rooms are locked when not in use
  - i) the projection room is used rarely. Door closes automatically.
  - ii) the middle room door is left open when in use
  - iii) the back room is not in use at present
  - iv) the toilets are rarely used. In common with all toilets the doors will be closed when in use. This cannot be avoided.
- e) when stationary, the lift would not impede rapid descent
- f) regrettably, the problem of quick escape for anyone with mobility difficulties is 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.

There is a Fire Action notice and a break glass alarm on the landing.

## 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 sealed, to remove opportunity of arson attack e.g. fireworks.

### 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 inside and out 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

## 4 Record, Plan and Inform

Review  
10.10.17

### Record

Copies of the current Fire Safety Risk Assessment including updates will be retained by the Village Hall Management Committee.

### Plan

The Fire Action notices and plans indicating emergency exits, location of extinguishers and smoke alarms form part of this Fire Safety Risk Assessment.

The area of the main hall is 180 sq metres. Conditions of hire allow a maximum number, including performers and staff, at any event to 180 for theatre or cinema seating arrangement and 150 for cabaret style, music and dancing or sport. This conforms with recommended occupant capacity figures.

All emergency exits open outwards. The widths are as follows:

lobby 130cm

main hall side 140cm

stage 150cm

green room stairs 68cm

Ignoring the widest exit and the green room stairs exit, it is calculated that 180 occupants could be evacuated within 2.5 minutes.

No policy in place in respect of sleepovers (none has yet occurred)

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

fire fighting equipment,

fire alarm system,

emergency lighting,

emergency exits and

emergency exit signs

### Inform, Instruct and Train

Fire notices are prominently displayed in the lobby. A notice is displayed on the first floor landing.

Regular users' conditions of hire state that:

The Hirer must ensure that group members are reminded, at regular intervals, of the directions set out in the Fire Notice.

Occasional hirers' conditions of hire state that:

The Fire Notice on the lobby noticeboard must be read aloud to all attendees at the beginning of the event.

Trustees and regular user groups invited to attend training and information sessions organised by SCA and TVSC.

Organisers of Fairs and Horticultural Shows alerted to Fire Safety requirements.

check new  
insurance  
policies

ensure Horti  
& Craft Fair  
aware

## 5 Review

The Village Hall Fire Safety Risk Assessment is reviewed annually.

Additionally, the Village Hall Fire Safety Risk Assessment will be immediately reviewed:

in the event of changes to the building or work practices,

in the event of fire or near miss,

should any possible or potential risk be identified and reported by any group or individual.

## 6. Action Plan

Actions identified by TVHMC at review 8.11.15

### 1 Fire Hazards

#### A) Sources of Ignition

Add Christmas tree & sound system to list of items for PAT testing

*completed*

Add prohibition on candles to conds of hire

*completed*

#### B) What could burn?

Secure bins to prevent them being moved

*completed*

#### D) Arson Attack

As above

### 2. People at Risk

Confirm LA has Fire Safety Policy & Fire Safety risk assessment

*enquiry sent*

Consider replacing No Entry sign with No Unauthorised Entry sign

*completed*

### 3. First Floor

Discuss removing projection room closer

*MC agreed risk of fire starting  
in projection room outweighs risk of person being trapped*

### 4. Record, Plan and Inform

Check insurance policy

*neither PC Bldgs policy nor VH  
policy mentions sleepovers*

Add Fire RA to clauses 10 & 16 of conditions of hire reg & occ

*completed*

Add "fire drills to be undertaken" to coh reg

*completed*

Ensure organisers of Shows and Fairs instructed on Fire Safety.

*ongoing*

### 5. Schedule Annual Review

Agree review date 5 October 2016 if not undertaken earlier *to be reviewed each March*



Lobby noticeboard

IN CASE OF EMERGENCY

LOCATION OF:

**BREAK GLASS ALARMS**

on the walls: to the left of the lobby entrance doors  
to the left of the emergency exit doors at the foot of the stage stairs  
to the left of the exit on the green room 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  
on the green room stairs landing

**FIRE EXTINGUISHERS: WATER**

on the walls: to the left of the lobby entrance doors  
to the left of the emergency exit doors at the foot of the stage stairs  
to the right of the emergency exit doors on the stage  
at the foot of the green room stairs  
on the upstairs landing

**CO2**

on the walls: to the left of the lobby entrance doors  
to the left of the emergency exit doors at the foot of the stage stairs  
to the right of the emergency exit doors on the stage  
in the kitchen, to the right of the hand-washing sink  
in the green room cupboard  
on the upstairs landing

**FIRE BLANKET:**

in the kitchen on the wall opposite the window

**TELEPHONE**

on the wall to the left of the chair store room  
available for free 999 calls only

**MAINS ELECTRICITY SWITCH**

red switch in 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

**FIRST AID BOX**

in the drawer to the right of the cooker

**ACCIDENT RECORD BOOK**

in the first aid box

## Lobby noticeboard

### 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 safe to do so or use a mobile phone or the box outside the Bakery

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  
clear access is maintained for emergency services  
someone is available to liaise with the emergency services

## First floor landing & Green Room stairs



The noticeboard is divided into several sections:

- Fire action** (blue circle icon):
  1. Operate the nearest fire alarm. (Icon: hand on fire alarm)
  2. Leave building by the nearest available exit. (Icon: person running)
  3. Report to the assembly point. (Icon: person at assembly point)
- Prohibitions** (red background with a red circle and slash):
  1. DO NOT stop to collect personal belongings
  2. DO NOT return to building for any reason until authorised to do so.
- Assembly point** (green background with a person icon):

Your assembly point is:-  
green opposite The Ship pub
- Break glass** (red background with a hand icon and flames):

In event of fire  
break glass

**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

<u>Person in Charge / Hirer / Contractor</u>	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
		Liaise with the emergency services upon their arrival and until they depart
		Ensure clear access is maintained for the emergency services.

# APPENDIX B

## LOCATION OF FIRE SAFETY EQUIPMENT

### Floor Plans

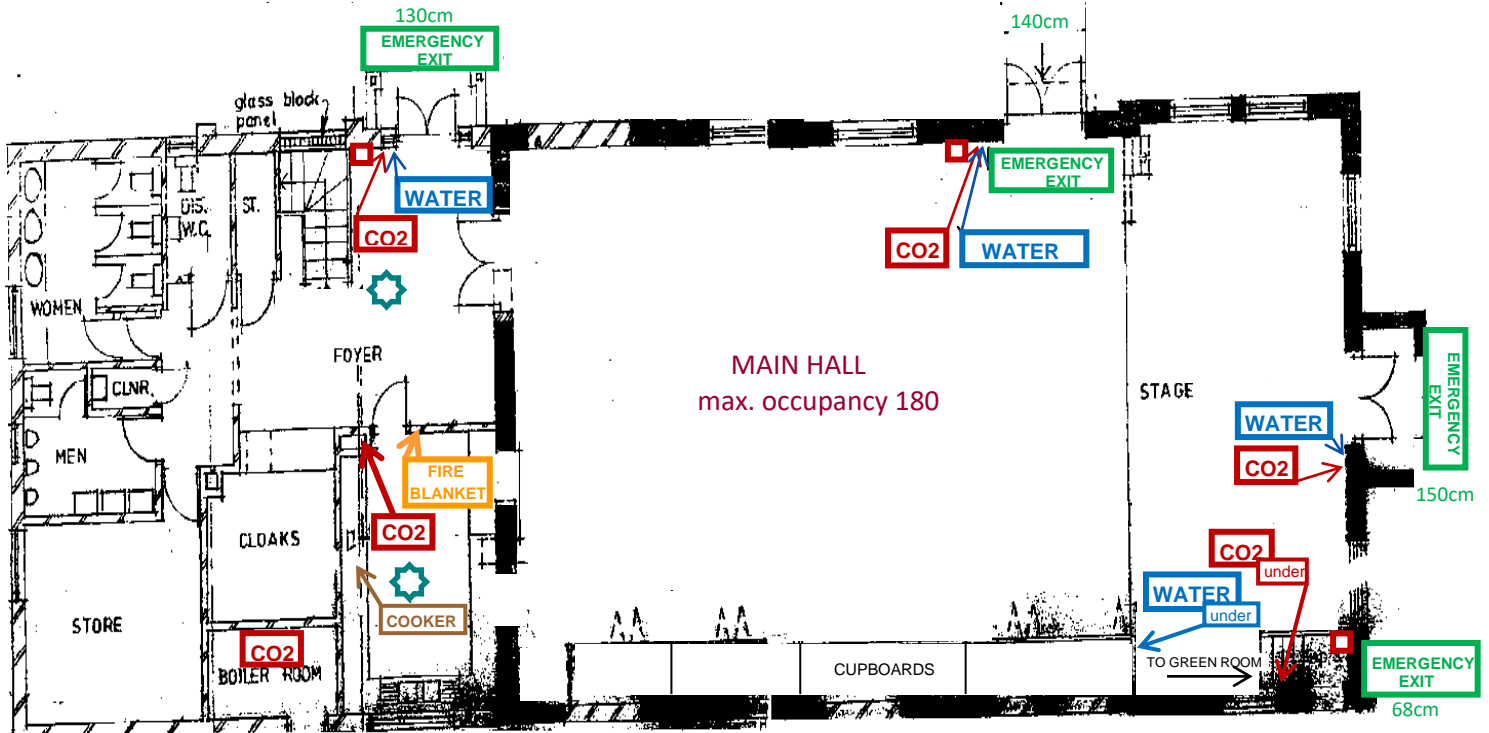
Location of extinguishers,

Emergency exits

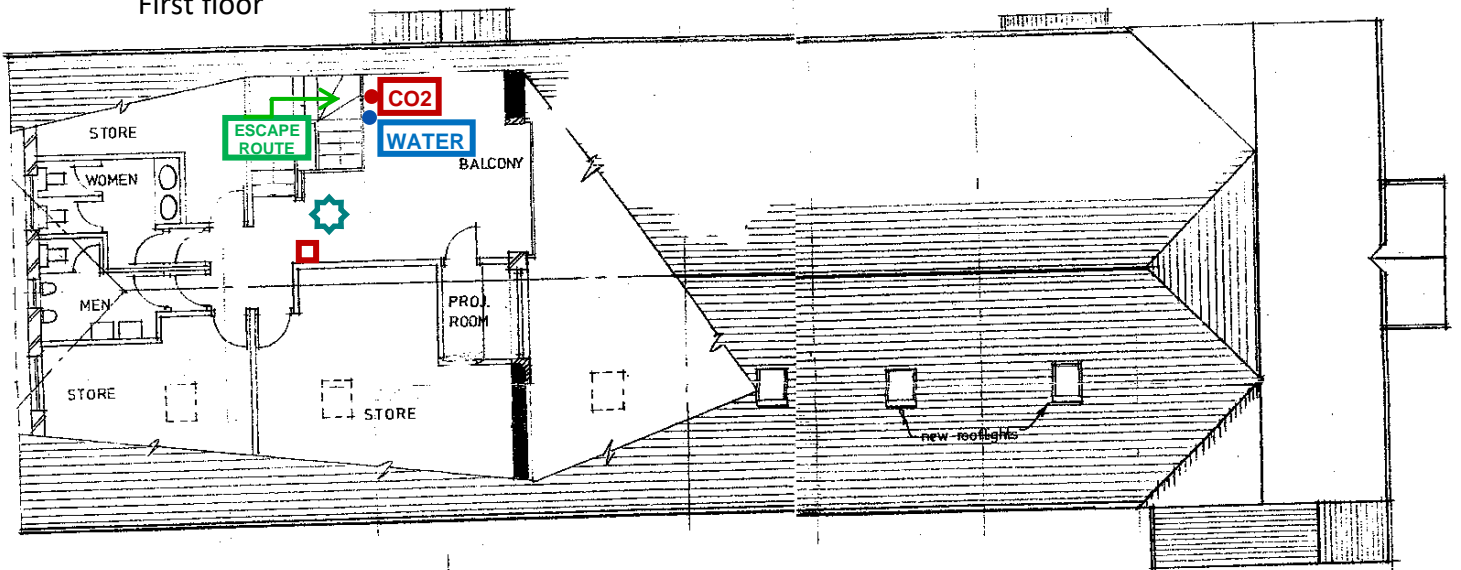
smoke alarms (⬠)

break glass alarms (■)

Ground floor



First floor



## APPENDIX C

### Regular term time occupancy

Mon	07.00-15.30	Little Acorns <sup>1</sup>	15.45-17.00	Dance First <sup>1</sup>	17.00-19.00	Dance First	19.30-22.00	Art Group
Tues	07.00-15.15	Little Acorns <sup>1</sup>	15.30-17.00	Dance First <sup>1</sup>	17.00-19.00	Dance First	19.30-23.30	Badminton
Wed	07.00-12.30	Little Acorns <sup>1</sup>	13.30-16.15	Shrt Mat Bowls <sup>2</sup>	17.45-18.45	Private ballet	20.00-21.30	Yoga class
Thurs	07.00-15.30	Little Acorns <sup>1</sup>	16.00-17.00	Right Start <sup>3</sup>	18.15-19.15	Vets' Football	19.30-22.30	Table Tennis
Fri	07.00-12.30	Little Acorns <sup>1</sup>	13.30-16.15	Shrt Mat Bowls <sup>2</sup>			18.15-23.00	Badminton
Sat	09.30-11.00 <b>monthly</b>	Advanced M'cyclists						
Sun			14.00-17.00 <b>monthly</b>	NDS rehearsal <sup>4</sup>	17.00-18.00 <b>fortnightly</b>	Tai Kwondo private prtce <sup>5</sup>		

### occasional bookings - average per month

- 3 x children's private parties <sup>1</sup>
- 1 x private parties <sup>6</sup>
- 2 x events organised by village organisations

### most at risk

- <sup>1</sup> young children
- <sup>2</sup> elderly but active and not frail
- <sup>3</sup> puppies in training (owners would not leave)
- <sup>4</sup> valuable instruments (owners unlikely to leave)
- <sup>5</sup> lone occupancy
- <sup>6</sup> likely alcohol consumption