



FINSTOCK VILLAGE HALL FIRE RISK ASSESSMENT

19 January 2016

Finstock Village Hall

FIRE RISK ASSESSMENT

Introduction

The Regulatory Reform (Fire Safety) Order 2005, requires 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. It applies to community halls and community premises and is relevant to Finstock Village Hall as a small place of assembly.

This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the HMSO publication *Fire Safety Risk Assessment: Small and Medium Places of Assembly*.¹ The guide describes five steps that should 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 the village hall, namely:

1. Entrance foyer
2. Main hall
3. Kitchen
4. Main corridor
5. Evenlode room
6. Gentlemen's toilets
7. Disabled toilet
8. Ladies' toilets
9. Storage rooms
10. Plant room
11. Curtilage

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 findings of this assessment is contained in the table on the following page and the key points discussed in the following paragraphs.

The maximum occupancy level of all people present on the premises is 220 as set by West Oxfordshire District Council Building Control Surveyor. See document *Finstock Village Hall maximum occupancy levels*.

¹ Printed 04/15, and downloaded from (accessed 2/12/2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/422195/9294_Small_Mediumt_v2.pdf

1 - Fire Hazards: Sources of Ignition, Fuel and Oxygen

The two main potential sources of ignition are (a) the various items of electrical equipment located in all areas, and (b) The gas boiler in the plant room.

The potential sources of ignition are electric sockets and lighting located throughout all the areas, electrical equipment fixed and pugged-in, the ovens and hob, and the gas boiler. For specific events, additional electrical items are introduced such as lighting and amplification

There is no inflammable liquid, paint or other potential accelerant stored on or near the premises.

The main potential sources of fuel for a fire is the wooden roof beams of the building, and stage curtains. The storage room contains plastic children's toys, paper and other items that may be flammable. This includes stores for the bar, including some bottles of spirits. The main source of oxygen is the natural airflow through the building via doors, windows and other openings.

The mains gas supply it direct to the gas boiler in the plant room where the mains electricity consumer unit is located. The plant room is secured by a locked door, and is within a locked store room secured by a fire door. No bottled gas is kept on the premises.

2 - People at Risk

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

- Hirers
- The Village Hall Trustees, caretaker and volunteers
- The Parish Council
- Local organisations
- Contractors
- Cleaners
- Visitors
- Hirers, contractors and visitors who are unfamiliar with the hall layout
- Children
- The elderly
- People with disabilities (mobility, hearing or vision impairment)
- Neighbouring properties

3 - Evaluate, remove, reduce and protect from risk

1. The risk of fire occurring

It is considered that the risk of fire occurring is low. The building and all equipment is new, constructed and manufactured to modern fire safety standards.

Combustible materials are kept away from any potential sources and all equipment is regularly serviced and maintained in a good state of repair.

2. The risk to people

The risk of harm to people identified in Step 2 in the event of a fire anywhere within the building, or outside within its curtilage has been assessed. The emergency fire exit lighting is to modern standards and there are two emergency exits from the premises – one from the main hall and one from the foyer.

All other rooms have a choice of routes by which to reach the emergency exits. All rooms are at ground floor level.

3. Removal/reduction of the hazards

The identified potential hazards comprise the range of electrical equipment contained on the premises 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.

A separate plant room contains the entry point of services, with restricted access. Their potential hazards are minimised through regular servicing.

The village hall operates a No Smoking policy in all areas of the building and a designated smoking area is located away from the entrance to the hall.

4. Removal/reduction of the risks to people

The fire risk to people has been reduced to as low as reasonably practical by ensuring that emergency exit lighting is in good working order, exit routes are kept clear, fire doors are in good working order, and fire orders are visibly displayed and included in conditions of hire. Adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely. Heat and smoke detectors to current standards are installed, as well as fire exit signs.

Fire blanket, fire extinguishers for particular types of fire, and a fire alarm system are installed throughout as agreed with the Fire Inspector at the time of planning permission and building regulations being approved, and on application for a premises licence. These are inspected annually and the Certificate of Inspection retained.

Both external fire doors lead to the outside front of the building. Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table. Notices indicating the location of fire doors and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

5. Installation, testing and maintenance

All fire prevention and fire-fighting equipment is maintained in effective working order through regular checks, in accordance with and recorded in the fire log book. An annual servicing and maintenance contract is in place with **Executive Fire Protection Ltd**, 26 Kelburne Road, Cowley, Oxford, OX4 3SJ. The company contracted to service emergency lighting is **Howse & O'Reilly**, West End Industrial Estate, West End, Witney, OX28 1UB. Sources of risk are also checked on a regular basis. A bi-annual check of the lighting, and an annual check of the fire extinguishers is made, and a certificate of inspection obtained. The electrical system is also checked on an annual basis and a safety certificate obtained. The conditions of hire of the village hall state that fire and other exits must not be obstructed and that illuminated fire exit signs must be on for all public entertainment. The conditions of hire are given to and acknowledged by all hirers of the hall.

For all events that bring additional items into the premises, or erect or bring anything within the curtilage, normal health and safety procedures apply and the hirer is responsible for fire safety and

emergency evacuation. They are advised to take third party insurance in addition to that held by the hall. There will be monthly testing of the fire and smoke alarms, and an annual fire evacuation test.

4 - Record, Plan, Inform, Instruct and Train

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 and in the risk assessment.

A plan showing the general fire safety measures is included as Appendix A.

2. Fire emergency plan

The village hall has a relatively simple layout with clear and well signed escape routes. The conditions of hire state that fire and other exits must not be obstructed and that the illuminated fire exit signs must be on for all public entertainment.

A clear, simple Fire Emergency Plan is displayed in the foyer, hall, Evenlode room, kitchen and toilets (attached as Appendix B).

3. Information and instruction

Copies of the Conditions of Hire are provided to hirers who are required to accept and adhere to them.

Signs indicating the location of fire doors and fire extinguishers are posted at various prominent and visible points throughout the village hall.

Fire safety training is given to caretaker(s) whether employed or volunteer. Advice is given to contractors, hirers, and others unfamiliar with it.

4. Record keeping

A record of all checks and inspections will be kept in the Fire Log Book that is available for inspection by all Trustees and statutory agencies at any time.

5 - Review

This fire risk assessment has been carried out by Finstock Village Hall Trustees. The assessment is kept under review by the Health & Safety Responsible Trustees especially with regard to any potential new risks, the need to keep them under control, and also to ensure that the fire precautions are still working effectively.



Checklist

Fire hazards – their Elimination or Control

Reasonable measures to prevent fires of electrical origin	YES
Specifically	
Fixed installation periodically inspected and tested	YES
Portable appliance testing carried out	YES
Suitable policy regarding use of portable electrical equipment	YES
Lighting equipment as a heat source near to flammable materials	NO
Other hazards	NONE

Smoking and Smoking materials

Reasonable measures taken to prevent fires as a result of smoking	YES
Specifically	
Is smoking prohibited in the building	YES
Are there suitable areas for smokers with signage - external	YES

Arson

Has the management considered arson	YES
Specifically	
Are there any external fire load risks	NONE
Other hazards	NONE

Portable Heaters

Is the use of portable heaters allowed	NO
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Cooking

Are reasonable measures to prevent fires as result of cooking	YES
Specifically	
Fat residues cleaned from surfaces – extract fans	YES
Suitable extinguisher appliances	YES
Other hazards	NONE

Lightning

Does the building have lightning protection	NO
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Ignition sources

Other significant ignition sources	NONE
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Fire loads

Furniture, carpets, curtains and timber fittings	YES
Display materials, waste materials	YES

Other hazards NONE

Housekeeping

Is standard of housekeeping adequate YES

Specifically

Combustible material separated from ignition sources YES

Avoidance of unnecessary accumulation of combustible waste YES

Clear exit routes YES

Fire Protection Measures

Means of escape

Is it considered that the building is provided with reasonable means of escape in the case of fire YES

Specifically

Adequate provision of exits YES

Reasonable travel distances YES

Suitable protection of escape routes YES

Appendix B

Fire Risk Assessment matrix

Location	Sources of ignition, fuel and oxygen	Fire detection, Fire-fighting and precautionary equipment	Escape routes	Emergency lighting, signs and notices
Entrance foyer	Electric lighting / switches Electric sockets	Fire escape door set with panic bars 2 x Water extinguisher 1 x Break glass call point 1 x Smoke detector	Hall and foyer fire exits	2 x Emergency lights 1 x Emergency exit sign No Smoking sign
Main hall	Electric lighting / switches Electric sockets Electrical appliances Stage curtains	Fire escape door set with panic bars 1 x Water extinguisher 2 x Break glass call point 1 x Smoke detector	Hall and foyer fire exits	4 x Emergency lights 2 x Emergency exit signs No Smoking sign
Evenlode room	Electric lighting / switches Electric sockets Electrical appliances	1 x Water extinguisher 1 x Break glass call point Self-closing fire door 1 x Smoke detector	Hall and foyer fire exits	1 x Emergency light 1 x Emergency exit sign No Smoking sign
Kitchen	Electric lighting / switches Electric sockets Electrical appliances	1 x CO2 extinguisher 1 x Self-closing fire door 2 x manual fire shutters to serving hatches 1 x Heat detector 1 x Fire blanket	Foyer fire exit	Emergency lighting above fire-exit No Smoking sign
Main corridor	Electric lighting Electric sockets	Self-closing fire door	Hall and foyer fire exits	2 x Emergency lights
Gentlemen's toilets	Electric lighting Electric sockets		Hall and foyer fire exits	1 x Emergency light No Smoking sign
Disabled toilet	Electric lighting Electric sockets		Hall and foyer fire exits	1 x Emergency light No Smoking sign
Ladies' toilets	Electric lighting Electric sockets		Foyer fire exit	1 x Emergency light No Smoking sign
Chair & table store	Electric lighting / switches Electric sockets	1 x Smoke detector	Hall and foyer fire exits	
Store room	Electric lighting Electric sockets	Self-closing fire door	Foyer fire exit	

	Stored items Stored alcohol	1 x Smoke detector		
Plant room	Gas boiler Electric consumer unit		Foyer fire exit via store room	
Curtilage	Items kept external to the building	Wall-mounted cigarette disposal box	To grass area of Well Hill via steps and /or ramp	Fire alarm sounder Designated smoking area sign Emergency lighting for escape routes

Fire Instructions

In the event of fire **raise the alarm**

If possible and safe to do so use appropriate fire extinguishers to put out the fire. Do not place yourself at risk

Evacuate the building using the nearest safe exit

If possible and safe to do so check all rooms are clear of people

Dial 999 and ask for the Fire Service

The location of Finstock Village Hall is

Well Hill, Finstock, OX7 3BU

The assembly point for those evacuating the hall is the grass area on the opposite side of Well Hill, adjacent to the bower

Finstock Village Hall Trustees

