

Wouldham Village Hall - Fire Safety Risk Assessment

Description of Premises

Wouldham Village Hall is a brick-built single-storey community building. Built in the 1800's, it is situated in High Street and adjoined by one other property. The Hall is run by a Parish Council (PC) with support from local volunteers.

The facilities comprise the main hall, kitchen, accessible toilet and lobby/entrance hall in the main building. To the rear, there is a storeroom and 4 additional toilets (2 ladies/2 men's)

The Hall is available to hire for both private and public events. The Hall can hold up to 100 people

There are emergency exits leading out of the building from the Main Hall via the lobby and from the rear of the building via the lobby. The premises meet all the requirements of the current Disability Discrimination Act and are licensed for entertainments including films and music.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Hire Agreement and Standard Conditions of Hire draw the hirers' attention to the health and safety and licensing obligations that the booking places upon them. Hirers are expected to provide attendants to meet the requirements of licensing conditions.

Principal Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These include, but are not limited to, Brownies, Guides, Reading Club, Coffee Mornings, Craft Clubs, Yoga, Chair Exercise, Parent and Toddlers, PT, private parties and charity fund raisers.

The PC encourages all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and their activities.

The PC encourages hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users, is published on the web site and is also on the notice boards in the lobby.

People at Risk of Fire

Staff: The Village Hall does not employ any staff

Trades People: The PC employs local trades people on both an ad-hoc and scheduled basis for the purposes of safety checks, building maintenance and cleaning. Local trades people who are familiar with the building may gain access to the Hall by accessing a key from key safe, while others are always escorted by one or more committee members.

Wouldham Village Hall

Hall Users (up to 100 maximum inside at any time): Many will be familiar with the Hall. Those that are not will find the simple layout easy to navigate and assimilate. The Main Hall area is open plan and has two easily identifiable fire exits although both use the entrance lobby (front door) as the main escape route. The Hall has easily identifiable fire exits. Emergency lighting is installed over fire doors. The main entrance doors to the Hall must be kept unlocked whenever the Hall is in use for a function.

Disabled Persons: At a typical function there may possibly be a limited number of disabled persons. It is the responsibility of Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation.

Children: It is the responsibility of hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. Primary Hall user groups, like Brownies, are expected to have carried out their own Fire Risk Assessment.

Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling).	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. hob, oven, fridge, kettle, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking accidents	Hot oil igniting on the hob. Food burning in the oven or on the hob.	Open to the air
Arson	Could be any source	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air

Fire hazard	Proba bility 1=low 5=high	Risk to people from fire hazard	Measures to avoid or reduce	
			The hazard	Risk to people
Fire inside the Hall	2	Smoke inhalation. Burns. Death.	Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate. The location of fire-fighting equipment and exits are clearly marked on a plan of the village hall, which is published on the notice boards. A test of continued illumination in event of a power failure will be done quarterly. Ensure that village hall furnishings are made of a non-combustible material or a material that has been fireproofed to the standard applicable at the time of purchase. This includes window blinds, chairs, etc. Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)	Ensure Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are. Also ensure the hirers know that they must organize a fire marshal to check the building has been vacated and that the fire brigade has been called out. Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. The Parish Council tests the ease of access to, and through, the escape routes and to the assembly points at least once per year and logs the results. Users will be made aware of their responsibilities under the Premises License (via the Booking process). Regular User Groups will be advised that they should carry

				out their own Risk Assessment.
Fire on the premises outside the Hall.	2	Evacuating people towards the source of the fire		Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is coordinated properly and safely.
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	3	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the fixed wiring once every 3 years and portable appliances are checked every year. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires. Including fire blanket at entrance to kitchen.
Smoking	1	Smoke inhalation. Burns.	A No Smoking policy is enforced throughout the premises. No Smoking signs are strategically placed throughout the building.	
Cooking accidents	3	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker and how to cope with oil fires. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	Ensure users are aware that no children are allowed into the kitchen. Ensure users are aware they must turn the cooker off at the wall after use (hiring conditions)
Children playing with matches or other combustibles	1	Smoke inhalation. Burns.		Ensure hirers are aware of their responsibility to supervise children while inside the Hall.
Arson		Smoke inhalation. Burns.	Ensure Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage, ensure all internal doors are closed and lock up on departure.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

Fire Assembly Point: Parish car park in Knowle Road

Evacuation Plan

WOULDHAM VILLAGE HALL - FIRE EXITS

IN THE EVENT OF A FIRE, CALL 999 AND EVACUATE THE BUILDING AS FOLLOWS:

THE FIRE ALARM BELL IS LOCATED IN THE MAIN HALL BY THE KITCHEN DOOR.

FIRE EXTINGUISHERS ARE LOCATED IN THE ENTRANCE HALL, MAIN HALL, KITCHEN AREA AND TOILET BLOCK

FIRE EXIT VIA THE FRONT OF THE MAIN HALL

EXIT VIA THE HALL DOOR MARKED FIRE EXIT INTO THE HALLWAY AND OUT THROUGH THE FRONT DOOR. AT THE GATE CROSS OVER THE ROAD ONTO THE PAVEMENT, TURNING RIGHT TOWARDS THE MEDWAY INN. FOLLOW THE PATH ONTO KNOWLE ROAD TO THE FIRE ASSEMBLY POINT IN THE RECREATION GROUND CAR PARK ON THE LEFT-HAND SIDE.

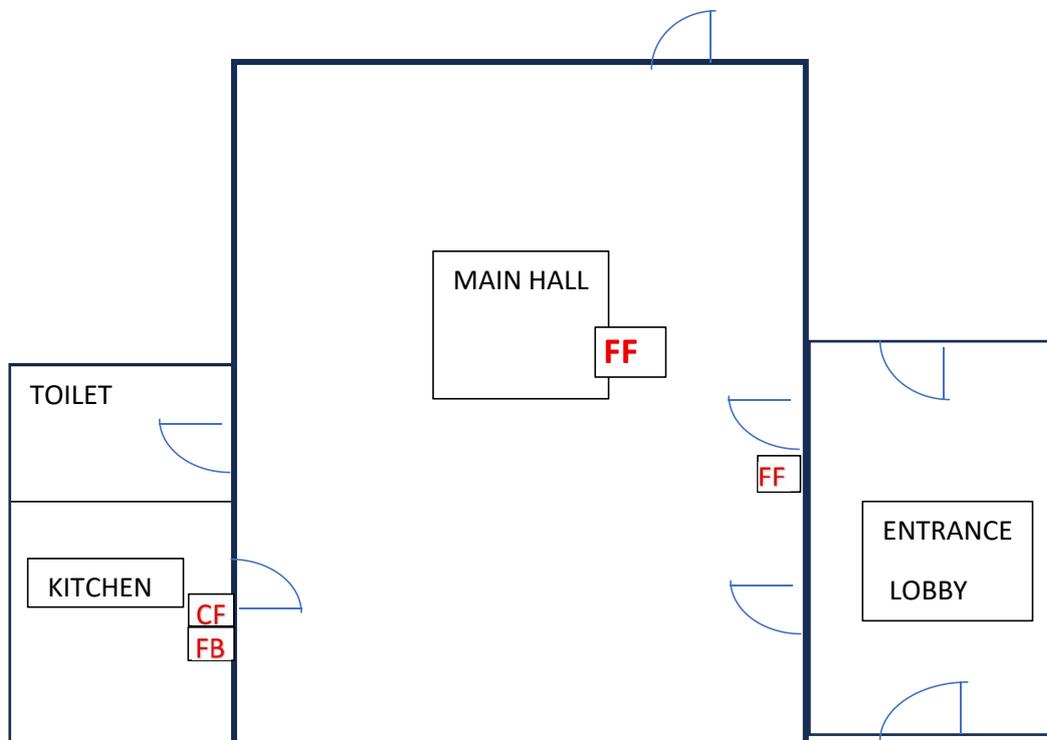
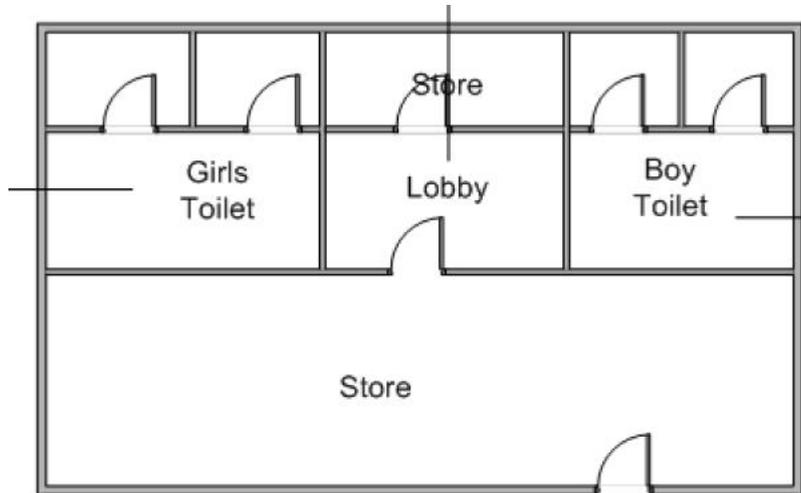
FIRE EXIT VIA THE REAR OF THE MAIN HALL

EXIT TOILET/STORAGE BLOCK/GARDEN VIA THE REAR SIDE DOOR OF THE MAIN HALL MARKED FIRE EXIT. EXIT INTO THE HALLWAY AND OUT THROUGH THE FRONT DOOR. AT THE GATE CROSS OVER THE ROAD ONTO THE PAVEMENT, TURNING RIGHT TOWARDS THE MEDWAY INN. FOLLOW THE PATH ONTO KNOWLE ROAD TO THE FIRE ASSEMBLY POINT IN THE RECREATION GROUND CAR PARK ON THE LEFT-HAND SIDE.

SEE MAP BELOW – BROWN ROUTE SHOWS FRONT AND REAR FIRE EXITS FROM WOULDHAM VILLAGE HALL.



PLAN OF HALL AND LOCATION OF FIRE FIGHTING EQUIPMENT



FF	=	Foam Fire Extinguisher
FB	=	Fire Blanket
CF	=	CO2 Fire Extinguisher