



Wanstrow

Village Hall

Fire Risk Assessment

A safety guide for users of the hall

Assessment by the Trustees, August 2012



Description of Premises

Wanstrow Village Hall is a modern, stone-built, community building situated at the north end of the village on the Frome Road, next to the playing field. *It meets all current building regulations regarding fire hazard and disabled access.*

The building comprises two entrance lobbies (the front lobby having a cloakroom at either side), separate men's, women's and disabled toilets, two storage rooms (for furniture and other equipment) and a separate kitchen and bar (each with its own fire-proof, automatically-closing, serving hatch). A plant room, which can only be accessed from outside, houses the ground source heat pump. At the south west corner of the site is an enclosed waste bin store and a fenced-off electricity sub-station.

Internal doors are fire-resistant. Exit doors open outwards and can be button operated for wheelchair users. Window blinds are made of fire-resistant material. Cooking and water-heating is by electricity.

The hall can be partitioned off to provide:

- (1) a committee room 4m x 8m (holding about 40 people seated or 24 sitting at tables).
- (2) a main hall 15.5m 8m (holding about 170 people standing or about 96 sitting at tables).
- (3) The whole hall area 19.5m x 8m can hold about 210 people standing (about 120 dining at tables).

All parts are available to hire for both private and public events.

The car park to the front and south side of the building, has space for approximately 25 cars (including 2 disabled spaces).

Three emergency exits lead directly out of the building - from the main hall and both lobbies. They are clearly lit with **emergency lighting**. The premises meet all the requirements of the current disability legislation. The area to the rear of the building is fenced off and padlocked, but provides access for cleaning and maintenance. To the north of the building is a playing field with a wooden shelter, which is the designated ASSEMBLY POINT.

The Hall is **NO SMOKING** area.

No **FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES** or **INGNITED CANDLES** are permitted inside the building. **Smoke detectors** in various places trigger an alarm in the event of fire.

Fire extinguishers are situated in the kitchen, meeting room, main hall, foyers and plant room. They are routinely inspected. The certificate is held at the registered address. Last inspection July 2013.

Fire Hazard is low, and therefore RISK IS LOW.

Principal Uses of the Village Hall

The hall is hired by a range of organisations, and private individuals for a wide 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 Booking Form and Rules of Hire draw the hirer's attention to the health and safety and licensing obligations that the Booking places upon them.

The Hall holds a license for the sale of alcohol. Private Hirers, are responsible for meeting the obligations of the license, and must seek permission from the Trustees to serve or sell alcohol.

The Trustees encourage all 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.

This Fire Risk Assessment has been done by the Trustees to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD. It is advisable to take a note of the name of everyone attending your event (see [Roll Call](#) on page 5).

The Trustees encourage Hirers to make themselves aware of the [exit routes](#), the [firefighting equipment](#) and the [plan of the Hall](#) detailing the [location of the equipment](#), the [escape routes](#). The plan is available to all Hall users and is also displayed on the wall by the side entrance. They should also identify the [assembly point](#).

A Trustee only staffs the hall during a booked event when it is agreed necessary.

It is the responsibility of hirers to ensure the hall is securely locked after use, as the building should never be left open and unoccupied. The main doors are fitted with specialist security locks (which prevent unauthorized keys from being cut), with access to keys being controlled by the Trustees. Zoned areas within the hall have separate locks and keys.

People at Risk

Those at risk in the event of fire are:

- **Staff:** The Village Hall Committee employs a part-time cleaner, who has a key to the building and is generally on her own when working.
- **Trades People:** The Trustees employ local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Local trades people who are familiar with the building may gain access to the hall by borrowing a key from the Hirings Secretary, while others are always escorted by one or more Trustees.
- **Hall Users (up to 210 inside at any time):** These will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has easily identifiable fire exits on 3 sides. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There is a set of double-fire doors in the main hall that exit directly outside and are fitted with a push-bar release.
- **Disabled Persons:** At a typical function there may 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. All emergency exit doors are on a level with the areas or ramps outside, which are either tarred or paved, so there are no barriers to wheel chairs.
- **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.
- **Other Members of the Public (who are not using the hall):** Members of the public may walk past the hall on their way to the playing field or shelter.

Possible Causes of Fire

- a) Main power supply fault
- b) Ground source heat pump fault
- c) Portable electrical appliances fault
- d) Kitchen equipment faults (other than portable electrical appliances)
- e) Cooking accidents
- f) Waste (accidental ignition)
- g) Stage lighting system fault (including dimmer and distribution system)
- h) Soft furnishings – accidental ignition
- i) Stage scenery and props – accidental ignition
- j) Deliberate ignition

Control Measures

The primary and general control measures taken by the Trustees are to ensure that:

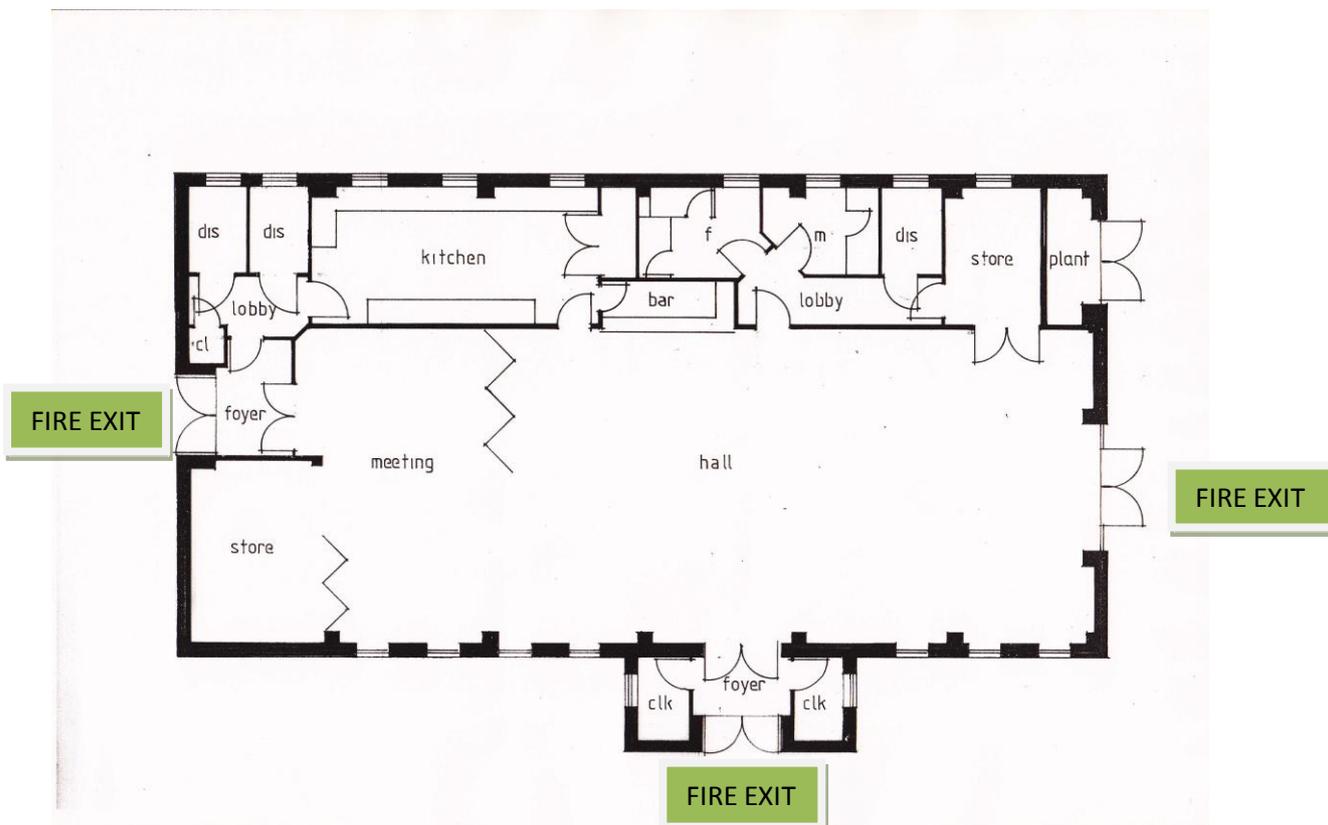
- **Sufficient and correct fire-fighting equipment is available** and that a qualified practitioner inspects it at least once per year. A Certificate of Maintenance will be obtained for each inspection. **The equipment currently (April 2014) consists of the following: 2 extinguishers: 1 x 2kg CO2, 1 x 6 litre Water; a Fire Blanket and 2 x Smoke alarms fitted in the kitchen.**
- **The advice of the inspection practitioner** to increase, change or move location of the fire-fighting equipment is followed.
- **The location of the fire-fighting equipment**, emergency lighting and escape routes are clearly marked on a Plan that is displayed on the wall by the front entrance and available to all users and staff.
- **All Fire Exit doors are checked for illumination**, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. **A test of continued illumination in event of a power failure will be done quarterly. A test of the Smoke Alarms will be done quarterly.**
- **The Trustees test** the ease of access to and through the escape routes and to the assembly points at least once per year and log the results.
- **Any furnishings** belonging to the Village Hall that are less than one metre from the floor are made of a non-combustible material, or a material that has been Fire Proofed to the standard applicable at the time of purchase. This applies to all curtaining on the stage irrespective of distance from the floor level.
- **The ground source heat pump** is serviced every five years.

Fire Safety Risk Assessment

- **Security lighting** (sensor operated) is provided and maintained on both Northern and Southern elevations as well as the Car Park in order to discourage potential intruders.
- **A record of key holders** is kept. Also a record, by date and session, of those hirers (ie: tutors of regular classes) that have been given temporary access to a key.
- **The waste bins are checked** each time the kitchen is cleaned for any fire hazards (eg: loose, inflammable materials such as paper). Where any loose material is found it will be placed inside the exterior waste bins or removed from site.
- **All Village Hall Users will be made aware** of their responsibilities under the Premises License via the Booking Form.
- **All Regular User Groups will be advised** that they should carry out their own Fire Risk Assessment. Whilst the Trustees will advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

DIAGRAM OF VILLAGE HALL SHOWING FIRE EXITS

Note that the **ASSEMBLY POINT** is: the [shelter in the playing field, and its surrounds.](#)



FIRE!

In the event of a Fire

DIAL 112

- 1) The *Responsible Person* (see page 2) will instruct all persons to leave the building using the nearest available Emergency Exits, and to muster together as soon as possible at the ASSEMBLY POINT – the shelter in the playing field, and its surrounds.
- 2) A Roll Call should be taken.
- 3) **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone in Wanstrow. If you have a mobile phone, **Dial 112** and give this address:

Wanstrow Village Hall, Frome Road, Wanstrow, Shepton Mallet BA4 4SX.
- 4) The *Responsible Person* should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- 5) On the arrival of the Fire Brigade, the *Responsible Person* should report to the Officer in Charge that a Roll Call has taken place and all persons are safe, or should inform him/her of anyone who is missing from their last known position.
- 6) Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If any doubt get out of the building.
- 7) If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 01749 850 654 (Chairman) or 01749 880 659 (Hirings Secretary).

NOTE: All incidents no matter how small have to be reported to the Village Hall Secretary

Village Hall Committee Contacts

Chairman	Bob Sargent	01749 850 654
Vice Chair	Carole Tonkinson	01749 850 435
Secretary	Virginia Purchon	01749 880 841
Treasurer	Ann Andrews	01749 850 229
Hirings Secretary	Linda Stevens	01749 850 659
Village Hall mobile phone	(secretary)	07926 883 813

The emergency evacuation procedure is available as a separate, one page, document.