# REDMARLEY VILLAGE HALL FIRE RISK ASSESSMENT



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PLAN OF REDMARLEY VILLAGE HALL

# REDMARLEY VILLAGE HALL FIRE RISK ASSESSMENT INTRODUCTION

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person(s) 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.

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and therefore Redmarley Village Hall comes within its jurisdiction

This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly.

(See reference: <u>https://www.gov.uk/workplace-fire-safety-your-responsibilities</u>, and also:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment \_data/file/422195/9294\_Small\_Mediumt\_v2.pdf). The guidance describes 5 steps to 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 Redmarley Village Hall:

- 1. Main entrance and cupboards
- 2. Main hall
- 3. Kitchen
- 4. Food Prep Room (Store Room 2)
- 5. Disabled & Men's & Ladies 'toilets
- 6. Ian Smith Room
- 7. Changing Rooms

For each of these areas an assessment has been carried out of sources of ignition, sources of fuel and oxygen, fire detection, fire fighting and precautionary equipment, escape routes emergency lighting, signs and notices.

The key findings of this assessment are contained on the following pages and key points discussed as appropriate.

# 1. FIRE HAZARDS: SOURCES OF IGNITION, FUEL AND OXYGEN

Sources of Ignition:

The main sources of ignition are the various items of electrical equipment located in the kitchen e.g. cooker, microwave, fridge, a hot water urn, and a 'hostess' warming trolley. A fire door from the kitchen to the corridor now has a closer, and a sign on the door advises to "Keep Closed"

The primary school next door use the IS annexe Monday-Friday 9 to 3.30pm whilst new classrooms are being planned at the school. There are school books and a large teaching white board in the annexe - sources of ignition are considered low.

Store room 2 is now used as a storage area (e.g. a very small amount of cleaning materials and paper towels etc are kept). It has a sink and a fridge and a kettle where teaching staff have the possibility of making tea at break time. Sources of ignition are considered low.

Store room 3 (which is located adjacent to the IS room) is a general storage area and contains e.g. Tressle Tables, some spare crockery, two spare electrical heaters (unplugged), several rubber mats (used for dog grooming classes), and a small Christmas tree etc. 'Ignition' is considered low.

There is a store room adjacent to the hall (for e.g. spare chairs) and very occasionally used as a bar for hall functions There is a small fridge which is only used for those occasions and left unplugged and disconnected for the rest of the time.

The main electrical fuse board and consumer unit is in its own cupboard by the main entrance. The boiler room is also in its own small room adjacent to the front door. The boiler is a new (installed in November 2018) boiler and its oil supply is via a (gravity fed) underground pipeline from an oil tank outside well away from the building. The boiler is for a 'wet' central heating system and for domestic hot water.

Other sources of potential ignition are electric sockets, potential portable appliances e.g. the audio visual system used occasionally and the lighting located throughout all the hall and annexe areas. There are also some overhead electrical heaters in the hall which are used occasionally as a back up during the coldest weather. Very occasionally T-light candles are used in functions in the hall to enhance the occasion. This is at the hall hirers discretion and responsibility and is to be strictly controlled by ensuring that all candles are contained (e.g. within a glass jar), monitored and extinguished before leaving the hall.

Sources of Fuel:

Apart from the oil boiler, principal sources to fuel a fire are concentrated in storage cupboards such as the kindergarten cupboard which contains pencils and paper and suchlike. There is another cupboard, in the annexe which contains cleaning materials, paper towels etc.

Other sources of fuel are plastic seating & tables, wooden floor in the hall as well as the hall curtains.

# Sources of Oxygen:

The main source of oxygen is the natural airflow through, doors and windows. There are 3 overhead ceiling fans in the main hall which are supposed to circulate the warm air in winter and cool air in Summer. These are not deemed to be particularly effective and therefore rarely used.

#### 2. PEOPLE AT RISK

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

- Hirers of the Village Hall
- Contractors
- Cleaners
- Village Hall Committee Members

People Especially at risk

• \*\*Children - in the annexe used by the school (or when used as a party venue either in the main hall or/and in the annexe at weekends))

- The elderly
- People with disabilities (mobility, hearing or vision impairment, dementia, or learning difficulties)

\*\* The school will be subject to their own fire assessment and Safety process.

# 3. EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK

# 3.1

# Evaluate the risk of fire occurring

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen (cooker, fridge etc.). Combustible materials are kept away from these sources and equipment and heating units are regularly serviced and maintained in a good state of repair.

The boiler room near the front door must be mentioned. The oil servicing the boiler, as has been mentioned, is by an underground pipe from the outside oil tank approximately 10 meters away from the building. The boiler is new (installed in November 2018) and is serviced annually. The fire risk is considered very small.

Adjacent to the boiler room is the main electrical consumer unit. In the event of a power surge or malfunction of an electrical unit anywhere in the building would 'trip' the switches to off. The fire risk is also considered small.

There are several overhead electrical heaters in the hall - well above head height, and not often used. No combustible materials are ever near them. Again the fire risk is also considered small.

Elsewhere, electric sockets and lighting are well maintained. The electrical system & units are serviced/tested every 5 years and a certificate obtained.

# 3.2

Evaluate the risk to people from fire

An evaluation has been carried out of the actual risk to people identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition ie kitchen, food preparation storage/other storage cupboards and hall.

The main entrance, the main hall, kitchen, bar, toilettes /disabled toilet and annexe (Ian Smith Room) and sports changing rooms are all at ground floor level and are open to the various escape routes available (the whole building is single story). The hall, Ian Smith room and changing rooms have external fire exit doors lit by emergency lighting in the event of power failure (when lighting needed) and signed. The main entrance can also act as an emergency exit and is similarly signed and lit. When Hirers are present on site, it is usual that the front door is left unlocked. However, if for security reasons, the door has to be locked, the key must be left in the lock on the inside to facilitate escape - this is a condition of hire.

#### 3.3 Removal/reduction of the hazards

The identified potential hazards comprise the range of electrical equipment contained in the kitchen 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.

Similarly, the electrical heaters in the hall, when used, can be essential for the comfort and well-being of users of the hall. Their potential hazards are minimised through their location high on the walls and servicing as required.

Chairs and tables stored by Redmarley Village Hall in various storage cupboards, along with cleaning materials stored in the Ian Smith room cupboard does represent a small potential hazard but these are the minimum practical and are to be kept tidy and confined to their specific storage areas. Occasional use of candles (e.g. T-candles) are to be strictly monitored & controlled as previously mentioned.

Redmarley Village hall operates a No Smoking policy in all areas of the building.

Elsewhere flammable materials are limited to curtains, tables and seating, and are generally kept away from potential hazards.

3.4 Removal/reduction of the risks to people

The fire risk to people has been minimised as far as reasonably practical. Adequate fire escape signs are in place as is emergency lighting (fire alarms and emergency lighting are formally tested monthly) to assist people in the event of fire and to allow them to escape safely. A fire alarm system is in place incorporating alarm bells and manually operated' break glass 'points - this is a 'panic button' system i.e not connected to smoke alarm sensors.

A CO2 fire extinguisher and a fire blanket is located in the kitchen.

Fire extinguishers are allocated in the annexe (Foam and Co2), powder type extinguisher in 'Stores' cupboard nearest the IS room (Store Room 3), a foam type extinguisher kept by the front entrance, and a water based extinguisher kept in the hall



by the emergency exit.

Small fires (e.g. such as those started within a waste paper bin) can be tackled in its early stages by individuals who feel enabled, and only if it does not put themselves or others at risk. In fact tackling a small fire in such a way reduces the risk of a small fire developing into a bigger one, which in turn reduces the overall risk to people.

There are four main escape routes available and are readily accessible

All are independent of each other. The main escape routes are (1) the main entrance (2) an external fire door off the main hall (3) external fire doors located in the Ian Smith room annexe (4) corridor next to the changing rooms.

With the introduction of partitioning doors on the opposite sides of the corridor which may be locked (e.g. for child safe guarding reasons when the hall is used for a children's party and the Ian Smith room is also in use), emergency exits comply with the 25 metre guidelines allowing safe exit should an emergency occur.

Escape routes are marked all unencumbered and are listed in the accompanying table. All external fire doors lead to the outside and provide open space for safe and easy evacuation of the hall and annexe. Escape routes and exits are indicated by appropriate signs as indicated in the accompanying table. Fire exit signs are also detailed in the accompanying table. Emergency lighting and signs are regularly maintained as mentioned in the next section.

#### 3.5 Installation, testing and maintenance

All fire prevention and fire fighting equipment is maintained in effective working order through periodic servicing and maintenance: An annual check is made of the fire extinguishers by qualified persons.

A monthly test is done of the fire alarm system, emergency lighting system and smoke alarms. The fire alarm electrical system is serviced annually.

A fire drill test has previously been done with the school re the annexe (fire alarm set off and the annexe evacuated). The school is responsible for assembling pupils appropriately outside and checking that all pupils are accounted for, as per their own procedures.

# 4. RECORD, PLAN, INFORM, INSTRUCT AND TRAIN

# 4.1 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. The monthly fire alarm tests mentioned above are recorded and the results kept on a computer (plus backed up periodically).

# 4.2 Conditions of Hire

The conditions of hire of the VH state that fire and other exits must not be obstructed. Also Hirers must keep the main door (which acts as an emergency fire exit) unlocked whilst on site. Conditions of hire are shown on the Village Hall web-site.

# 4.3 Emergency plan

The village hall is a simple layout with clear well signed fire escapes and a fire extinguisher. Conditions of hire state that fire and other exits must not be obstructed.

#### 5. REVIEW

This fire risk assessment has been carried out for Redmarley Village Hall in accordance with the Government's guidance on 'Fire Safety Risk Assessment in Small and Medium Places of Assembly'.

The assessment will be kept under review periodically (annually at a minimum), particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

# PLAN OF REDMARLEY VILLAGE HALL (not to scale) APPENDIX I



# APPENDIX II

# **REDMARLEY VILLAGE HALL FIRE RISK ASSESSMENT TABLE**

Location	Sources of ignition, fuel	Fire fighting and equipment	Escape routes	Emergency lighting, signs and notices
1.MAIN ENTRANCE	Electric lights, boiler room	Extinguisher near front door, also in kitchen	Via main door	Location of fire doors /emergency Exit sign over Front/Main entrance
2. HALL	Electric sockets and lighting. Overhead heaters. Chairs,Tables. Curtains.	Extinguisher In Hall + kitchen.	Via Emergency Exit in Hall	Emergency lights above doors /emergency Exit signed & lit
3. KITCHEN	Cooker, microwave, fridge, a hot water urn, toaster, and a 'hostess' warming trolley	Fire blanket. Extinguisher .	Via main entrance to Fire escape	Emergency Exit sign outside of kitchen in corridor
4. Old Food prep room (Store room 2)	Electric lighting. Kettle, fridge	Fire extinguisher in adjacent store room 3	Via emergency Exit in Ian Smith room	Emergency light/sign in corridor

Location	Sources of ignition, fuel	Fire fighting and equipment	Escape routes	Emergency lighting, signs and notices
4. Store Room 3	Electric lighting. Tressle Tables, ad hoc	Fire extinguisher	Via emergency Exit in Ian Smith room	Emergency light/sign in corridor
5.TOILETS	Electric lighting. Waste paper bin	None.	Via main doors/ Via emergency Exit in hall	Emergency light/sign in corridor outside toilet area
6. IAN SMITH ROOM	Electric sockets and lighting. Tables & chairs, wastepaper bin	Extinguishers In IS room	Via emergency Exit in IS room.	Location of Emergency Exit. Sign & lit
7. CHANGING ROOMS	Spare chairs kept in shower area (showers unused).	Extinguisher by front door	Via emergency exit in adjacent corridor	Emergency Exit. Sign & lit in adjacent corridor.