

High Kelling Village Hall Fire Risk Assessment

Under the terms of the Regulatory Reform (Fire Safety) Order 2005, which came into effect in October 2006, the responsibility for fire safety in our hall passed from the Fire Service to the Hall Management Committee.

This document identifies the hazards and sets out guidelines to ensure safety from fire.

POSSIBLE SOURCES OF HEAT OR IGNITION

- The gas cooker, warming cupboards and microwave in the kitchen should only be used by competent adults.
- The electrical installation
- Electrical equipment in the premises or brought into the premises by users or contractors.

POSSIBLE SOURCES OF FUEL

- Waste, particularly recyclable waste such as paper and plastics
- Flammable liquids which may be stored on the premises or brought onto the premises by contractors. Flammable liquids must be stored away from sources of heat.

SOURCES OF OXYGEN

- Windows and doors to be kept closed when the village hall is not in use

EVALUATION OF RISK

- Smoking is not allowed in the building or grounds
- The curtains in the hall are fire resistant
- The gas central heating system, gas cooker and all portable electrical appliances are tested by qualified electricians each year
- All hirers are required to have PAT tested any portable electrical appliance brought into the building.
- Users of the hall or contractors should submit separate assessments for any activities on the premises or in the grounds which generate heat, such as barbecues or firework displays.

GENERAL FIRE PRECAUTIONS:

- The fire alarm system has two manual bells operated by using the attached cords; one sited in the Main Hall, the other in the Constance Gray Room.

There is an emergency lighting system which is enacted if the power supply fails. This is serviced on an annual basis and a full discharge test is carried out quarterly.

- There is a foam fire extinguisher in the lobby, another in the Main Hall and a CO2 extinguisher and fire blanket in the kitchen, all are tested annually. Extinguishers should only be used on small fires and where it is safe to do so. Do not place yourself or others at risk when using them.
- The fixed wiring is routinely tested every three years.
- There are six escape routes from the building, all with crash bars with the exception of the main entrance double doors. Each room/area has at least one means of escape. Most of these doors are used for normal access and egress; they all open in the direction of escape and are well maintained. The internal doors from the kitchen to the main hall, kitchen to internal lobby, Constance Gray room into internal lobby are all ½ hour fire resistant.
- All fire exit doors are to be kept clear of obstruction from furniture or equipment.
- The shutters to the kitchen serving areas, when open, will close automatically in the event of a power failure.
- The Village Hall committee will consider the need for fire safety training.

IN THE EVENT OF FIRE

- **SOUND THE ALARM**
- **EVACUATE THE BUILDING CLOSING ANY OPEN WINDOWS AND DOORS**
- **TURN OFF ANY ELECTRICAL EQUIPMENT IF IT IS SAFE TO DO SO**
- **DO NOT ATTEMPT TO TACKLE THE FIRE UNLESS YOUR EXIT IS BLOCKED**
- **CONTACT THE FIRE AND RESCUE SERVICES**

INSTRUCTIONS FOR RESPONSIBLE PEOPLE:

- All Hall Management Committee members, regular and casual bookers of the Hall will have a copy of this risk assessment. They should familiarise themselves with the operation of the alarm, fire extinguishers and positions of escape routes. They will share the responsibility for the Fire Risk Assessment's safe execution.

Instruction will be given by a member of the Hall Management Committee on request.

On behalf of the Hall Management Committee:

Date of last review 30 March 2023