

Fire Risk Assessment

1	Premises Particulars	
Premises name:	Holcot Village Hall	
Address:	Back Lane, Holcot, Northamptonshire NN6 9SF	
Telephone number:	Enquiries Booking Secretary 07900 942046 Emergencies only Phil Scordellis 01604 781138	
Use of premises:	Village hall used by regular user groups and ad hoc hirers	
Responsible person:	Holcot Village Hall Association Committee (VHC)	
Date of risk assessment:	01 November 2018	
Date of review:	31 October 2019	

Name and relevant details of the person who carried out the fire risk assessment:	
<p>Deryck Watson The Old Orchard Back Lane Holcot NN6 9SL</p>	

2	General Statement of Policy				
Statement:					
The VHC has overall responsibility for fire safety within the premises.					
The VHC will give a high level of commitment to health and safety including fire safety.					
They will endeavour to comply with all statutory requirements including the Regulatory Reform (Fire Safety) Order 2005.					
Signed	<i>Deryck Watson</i>	Print Name: Role/Job title:	Deryck Watson Treasurer	Date:	22/12/2018

3 Management Systems

Commentary:

The VHC delegated responsibility for this Fire Risk Assessment (FRA) to Deryck Watson who has been assessed to be a responsible person able carry it out on this occasion.

The significant findings will be delivered to the VHC by Deryck Watson at the next VHC meeting. VHC committee meetings are recorded by way of written minutes.

A link to the FRA will be created on the Village Hall page of the Holcot Village website.

The front page of the FRA with direction on how to obtain a copy of the FRA and how to access the full FRA from the Village Hall web pages will be displayed on the glazed notice board in the village hall Main Room and also on a notice board in the youth Wing / Green Room.

A copy of the FRA will be made available to all Responsible Persons using or hiring the village hall by direction to the Village Hall web page at the time of invoicing for hire (or prior to hire or by periodical and at least annual communication to regular hirers and groups).

Hirers and users of the village Hall will be referred to the Emergency Action Plan (EAP) displayed in the glazed notice board in the village hall and on the notice board in the youth Wing / Green Room at time of invoicing for their hire (or prior to hire or by periodical and at least annual communication to regular hirers and groups).

Responsible Persons should NOT USE or allow others to use the portable fire fighting equipment provided unless they have been trained to do so by a competent person.

The VHC will discuss any fire related issues at their committee meetings.

The FRA will be reviewed on an annual basis by the VHC or other nominated person(s).

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4 General Description of Premises

Description:

The Village Hall is a single storey construction. The main structure was built around 1930 and has part brick and part metal clad extensions with felt roof. There are 2 single storey extensions to the main hall one which has a flat felt roof and the other which has a pitched roof.

The building comprises an entrance hall, the main hall, the youth wing, youth wing toilets, kitchen, main hall toilets (men's, women's and disabled/baby changing facilities) and 2 small storage rooms.

Occupancy		Size	
Times the premises are in use:	from:	09:00	Building footprint (metres x metres) 13.8m x 7.2m (max) + stage 7.2m x 4.0m
	to:	24:00 (later by arrangement)	
The total number of persons who may resort to the premises at any one time:	200 Standing 120 Seated in rows 100 Seated at tables		Number of stairs: 0

5 Fire Safety Systems Within the Premises

Fire warning system: (e.g. automatic fire detection, break-glass system to BS 5839, other):

There is no automatic fire warning system. There are 5 exit doors from the building of which 3 are designated fire exits 2 of which have a push bar opening. The alarm would be raised by operating the rotary fire bell located on the wall adjacent to the main doors in the main hall area and then the evacuation procedure implemented.

Emergency lighting (e.g. maintained non maintained 1hr/3hr duration to BS 5266):

The Hall has emergency lighting installed above the main exit plus the two designated fire exits. The lights are of 3 hour duration and show BS4533 standard. There is also lighting on the exterior of each of these doors. Any faults are reported and repaired by a competent electrician.

Other: (e.g. sprinkler system to LPC rules BSEN 12845):

There is no sprinkler system.

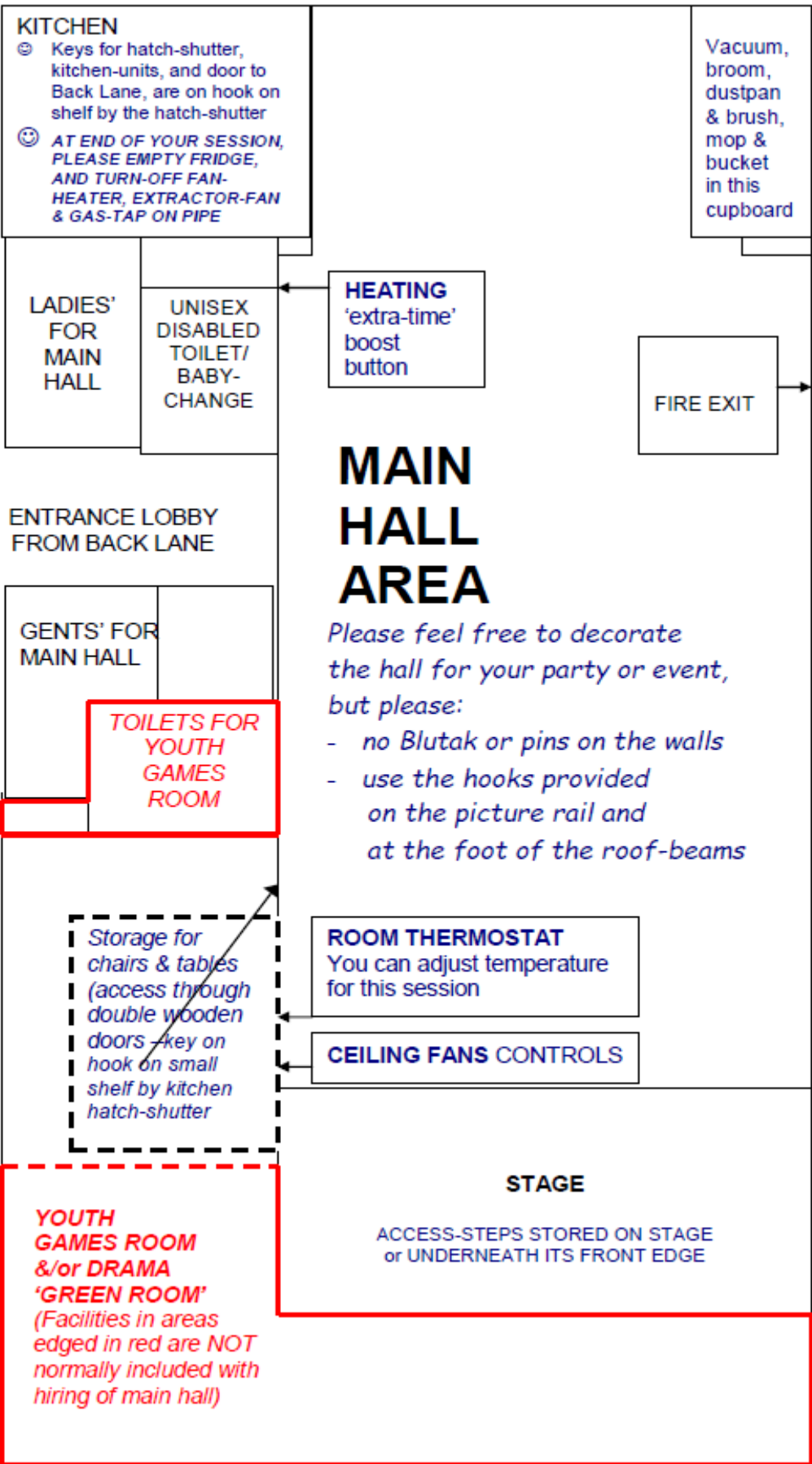
6 Plan Drawing

USING HOLCOT VILLAGE HALL:

WHERE DO I FIND...?

BLACK = ROOMS etc

BLUE = EQUIPMENT



Fire Risk Assessment

7 Identify Fire Hazards

Sources of ignition:

The premises are low risk, however due to the wide variety of occupants that use and hire the building; it is possible that one of them may cause a fire.

Sources of ignition include: Electrical lighting and heating. Appliances that could cause a fire are: gas hob/electric cooker, zip tap, electric urn (kitchen).

Sources of fuel:

Fuel sources are: Wooden staging and curtains. Wooden cupboards and seating in the youth wing containing children's equipment such as glue, card, paint etc.

Cleaning materials - these are kept to a minimum and managed to minimise hazardous substances. They are contained in lockable cupboard.

Work processes:

A competent person maintains the heating and lighting systems on an annual basis. The extinguishers are professionally serviced on an annual basis.

The Village hall can be hired out for special events such as discos, weddings and public entertainment. It is a requirement of the hirers to notify the Bookings Secretary of any special requirements ie. Electrical equipment. The hirer must then ensure electrical equipment has been PAT tested unless it has been purchased within the last year before it may be used on the premises. This requirement is noted in conditions of hire.

Structural features that could promote the spread of fire:

The Village Hall is of simple design and has two main rooms (main hall and the youth wing) with kitchen, toilet facilities and storage cupboards. The rooms have MDF/oak panelling to the lower part of the walls and the main hall has a wooden floor, the bowls mat storage is made of wood. The main hall roof is of wooden construction.

Internally, the greatest risk is the hanging stage drapes and 'legs'. These have been treated to theatrical standards.

No other features are considered high risk.

8 Identify People at Risk

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Regular User Groups

Anglia Model Marine Club, Clarinet Choir, Dancepod, Pedigree Paws, Pilates, Twisters, Yoga, Village Art Group. Here occupant numbers are relatively low, less than 40. The Groups have leaders, responsible persons who are familiar with the premises. These leaders must be aware of the fire evacuation procedures and EAP.

Public Hire for functions

For these events there could be up to 200 people in the premises that are not familiar with the building although in practice larger events tend to be organised from within the village, attracting village people as well as the public. For every event there must be a person in control of the premises who has responsibility for fire safety during the event. That responsible person should make them self familiar with the Fire Risk Assessment and EAP before the event and understand the fire evacuation procedures.

Contractors

All contractors will be allowed access to the premises via a responsible person, usually a member of the VHC. A contractor would be expected to comply with any agreed methods and safe systems of work provided to the VHC and their own company lone working policy in relation to fire safety whilst on the premises.

Unauthorised access

The premises are secure when not in use. There is no history of arson or unauthorised access. No persons sleep on the premises.

No persons are at immediate risk because they are nearby.

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9 Means of Escape – Horizontal Evacuation

Commentary:

This is a single storey building.

Evacuation of the Hall after raising the alarm would be swift. Greatest number of people would be within the main hall itself, from which there are:

- 1) Double fire exit doors leading to the garden/playing field
- 2) Main entrance doors located through the porch leading to Back Lane

Estimate 3 minutes to evacuate the main hall.

For persons in the main hall toilets, closest exit would be the main entrance doors, or any exit from the main Hall.

For persons in the main hall kitchen the fire exits would be from the main hall either through the main entrance doors or the doors leading to the garden/playing field. There is a door from the kitchen onto Back Lane for which a key is located next to the door in a break glass in emergency container.

For persons in the Youth Wing or its toilets:

- 3) Exit would either be via the single fire exit door located on the south wall leading to the garden/playing field
- 4) There is also a door within the Youth Wing for which a key is located next to the door in a break glass in emergency container (this however is not designated as a fire exit).

Estimate 2 minutes to evacuate the youth wing.

Disabled persons or persons in a wheelchair should evacuate the building by the main door as there is a permanent ramp at that entrance. If that exit is not accessible due to fire, the double doors leading to the garden / playing field should be used.

10 Means of Escape – Vertical Evacuation

Commentary:

Not applicable – single storey

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11 Fire Safety Signs and Notices

Commentary: Satisfactory.

Fire signs comply with the current standard as they are of the pictogram/symbol type. Fire exit doors both have the "push bar to open" sign.

"Fire extinguisher" signs are located by each set of fire extinguishers together with the relevant instructions on how to use that particular type of fire extinguisher.

There is a "Fire exit" sign located at the back of the stage confirming the way to the nearest exit. Green luminaries to mark exit doors.

12 Fire Warning System

Commentary:

See section 5

13 Emergency Lighting System

Commentary:

See section 5

14 Firefighting Equipment

Commentary: Satisfactory

VHC have the extinguishers annually inspected under contract, currently by Smiths Fire.

2 x 9 litre water extinguishers located in the main hall and 1 x 9 litre water by the youth wing main door

1x 2kg CO2 Extinguisher located behind the stage near the main switches for the electrics

1x6 litre AFFF (foam) extinguisher located to the right of the youth wing fire door

1x 1.2m x1.2m fire blanket located in the kitchen

1x 2kg dry powder extinguisher located in the kitchen

1x 9 litre water extinguisher located in the entrance porch

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15	Management - Maintenance				
Is there a maintenance programme for the safety provisions in the premises?		Yes		No	No
Commentary	Fire safety is on the agenda for every VHC meeting to review whether any changes need to be made				
Are regular checks of fire resisting doors, walls and partitions carried out?		Yes		No	No
Commentary	None of these are featured in the Hall				
Are regular checks of escape routes and exit doors carried out?		Yes	Yes	No	
Commentary	Main fire exit is regularly opened by users to allow fresh air into the Hall. Fire exit to rear of stage (push bar type) and Youth Wing door (key in 'break glass' holder by door) checked monthly by VHC Treasurer.				
Are regular checks of Fire Safety Signs carried out		Yes	Yes	No	
Commentary	Form part of annual service, currently by Smith's Fire				
Is there a maintenance regime for the fire warning system		Yes		No	No
Commentary	Not applicable	Weekly			
		Annually			
Is there a maintenance regime for the emergency lighting System		Yes		No	No
Commentary	Faults are recorded in the book and an electrician is promptly called	Weekly			
		Monthly			
		Annually			
Is there maintenance of the firefighting equipment (by competent person?)		Yes	Yes	No	
Commentary	Smiths Fire – Last tested July 2018	Weekly			
		Annually	Yes		
Are records kept and their location identified		Yes	Yes	No	
Commentary	Inspection certificate is held with the annual accounts				

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16 Method for Calling the Fire Service

Specify:

There is no telephone in the Village Hall.

Fire service should be alerted by dialling 999 from a mobile phone, or in the unlikely event of no mobile being available, alerting a neighbour to make the call.

17 Emergency Action Plan (EAP)

Commentary:

A copy of the EAP is on display on the Main Hall glazed notice board and the Youth Wing / Green Room notice board.. Hirers and users are directed to read this as part of the booking process.

18 Training

Commentary:

Groups / organisations using the Village Hall are expected to make themselves familiar with the Fire Risk Assessment (FRA) and Emergency Action Plan (EAP).

Anyone using the fire fighting equipment on the premises must have training by a competent person.

The VHC accept no responsibility for persons injuring or causing injury to another whilst using fire fighting equipment on the premises.

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19 Fire Safety Deficiencies to be Rectified			
<i>Deficiency/Rectification:</i>	<i>Priority:</i>	<i>Date to be rectified:</i>	<i>Date Rectified:</i>
<p>Kitchen:-</p> <ul style="list-style-type: none"> • Establish system for checking contents of the First Aid Kit. <p>Youth Wing:-</p> <ul style="list-style-type: none"> • Establish method to ensure that chairs and tables etc. are properly stored, allowing walkways for emergency exit. <p>Main Hall:-</p> <ul style="list-style-type: none"> • Ensure storage area under stage is tidy and risk free. • Ensure that stage is kept tidy and risk free. • Cleaning items in cupboard to be kept to a minimum and substituted with non-flammable items where possible. <p>General</p> <ul style="list-style-type: none"> • A copy of this FRA to be accessible to hirers of the Village Hall. 			

*Insert additional pages as required

Fire Risk Assessment

20	Significant Findings	
<i>Significant Finding</i>	<i>Control Measure/Action</i>	

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21 Additional Hazards

Specify:

+Need to consult Fire Service?

Yes

No

No