



**W** Mendham and  
**W**ithersdale Village Hall

# Fire Risk Assessment

Completed by:	Village Hall Committee
Date:	September 2017
Next Review:	September 2018

# Context

Mendham & Withersdale Village Hall (“the Hall”) is a modern community building situated at the east end of the village on the Metfield Road, next to the playing field. *It meets all current building regulations regarding fire hazard and disabled access.*

The building comprises an entrance lobby, separate men’s, women’s and disabled toilets, a storage room (for chairs, tables and other equipment), a meeting room, the main hall and a separate kitchen (with its own fire-proof, automatically-closing, serving hatch). To the west of the hall are two sheds, one used for storage and one used to house the hall owned ride on lawn mower. A multi use games area (“MUGA”) sits behind the main hall building.

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

The hall facilities provide:

- (1) a committee room 4m x 3.2m (holding about 16 people standing or 10 sitting at tables).
- (2) a main hall 14.7m x 7.7m (holding about 140 people standing or about 88 sitting at tables).

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

The car park to the front of the building, has space for approximately 40 cars (including 3 disabled spaces).

**Two emergency exits** lead directly out of the building - from the main hall and lobby. They are clearly lit with **emergency lighting**. To the west of the building is a playing field, which is the designated ASSEMBLY POINT.

The Hall is a **NO SMOKING** area.

No **FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES** or **IGNITED 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, main hall, and foyer. They are routinely inspected. Last inspection November 2016.

**Fire Hazard is low, and therefore RISK IS LOW.**

# Uses of 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.

Private Hirers, are responsible for meeting the obligations of the alcohol licenses, and must apply for their own licenses for the events. The Hall does not hold a licence for the sale of 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 and 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.

# People at risk

Those at risk in the event of fire are:

- **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 while others are always escorted by one or more Trustees.
- **Hall Users (up to 140 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. 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 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) Heating / Air Conditioning fault
- c) Portable electrical appliances fault
- d) Kitchen equipment faults (other than portable electrical appliances)
- e) Cooking accidents
- f) Waste (accidental ignition)
- g) Lighting system fault (including distribution system)
- h) Soft furnishings – accidental ignition
- i) Deliberate ignition

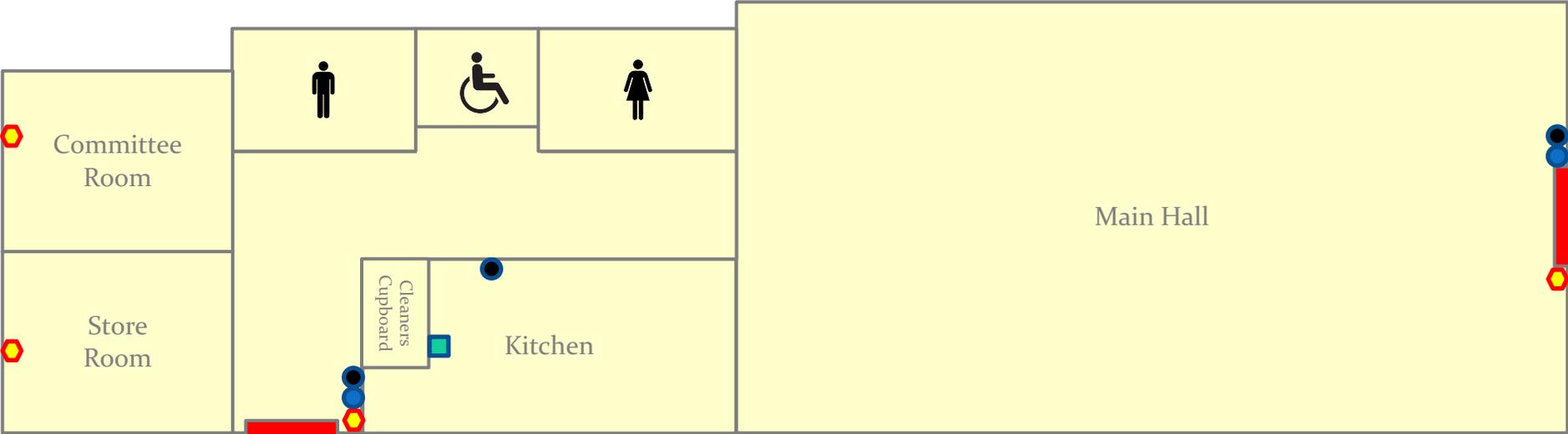
# Control Measures

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. The equipment (August 2017) consists of the following: 5 extinguishers: 3 x 2kg CO<sub>2</sub>, 2 x 3 litre Foam; a Fire Blanket and Smoke alarms.
- 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 trades people.
- 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.
- 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.
- The heating and air conditioning is serviced each year.
- Security lighting is provided and maintained on front elevations as well as the Car Park in order to discourage potential intruders.
- 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.

# Hall Plan

DIAGRAM OF VILLAGE HALL SHOWING FIRE EXITS, FIRE ALARM CALL POINTS AND EXTINGUISHERS



**Key**

-  2kg CO2 Fire Extinguisher
-  3l Foam Fire Extinguisher
-  Fire Alarm Call Point
-  Fire Exit
-  Fire Blanket



Scale 1:111

# FIRE!

## FIRE!

In the event of a Fire

DIAL 112 or 999

- 1) The Responsible Person 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 playing field.
- 2) A Roll Call should be taken.
- 3) NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE. There is no public telephone in Withersdale Street. If you have a mobile phone, Dial 112 or 999 and give this address:

**Mendham & Withersdale Village Hall, Withersdale Street, Mendham, Suffolk IP20 0JN**

- 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.