

Compton Village Hall

FIRE RISK ASSESSMENT

24 February 2023

Introduction

The Regulatory Reform (Fire Safety) Order 2005 took effect in October 2006. It reformed fire safety laws and covers general fire safety duties in non domestic property. The Order requires:

- The appointment of a 'competent person(s)'
- A fire safety risk assessment
- That fire precautions to be put in place where necessary and where it is reasonable and practical to do so.

Appointment of a Competent Person(s)

The Village Hall Council of Management, as the body in control of the premises, are the 'responsible person', responsible for complying with the fire safety order. The Council of Management have delegated the Hall Chair of Trustees and the Hall Booking Secretary as 'competent persons' for the purpose of preparing this risk assessment.

Description of Premises

Compton Village Hall was built in 1934 and is mainly constructed of brick and stone. The roof is constructed of steel frame and wood with clay tiles. The building consists of an entrance lobby (7.5m²) hall and stage (total area 153m²), committee room (17m²), kitchen (14m²). There is also a small bar area and four toilets. The Hall has a capacity of 150 standing or 130 seated or 80 seated at tables. The Committee Room has a capacity of 15.

Three fire exit doors operate with crash bars and open outwards onto the street. The fire doors have lit 'EXIT' signs. There are emergency lights in all area that switch on if there is a power cut.

The Hall does not have a fire detection system or fire alarm sounder. There are battery operated smoke detectors in the kitchen and committee room. The Hall is a no smoking area.

Principal Uses of the Village Hall

The hall is hired by a range of organisations and private individuals for a wide variety of activities, involving all age groups. Some of the activities are licensable. A written agreement between the Village Hall and the Hirer forms the basis of the hiring arrangement. The Booking Form and Conditions 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 licence for the sale of alcohol. The Managing Trustees are legally responsible for compliance with the licence requirements. Private Hirers are responsible for meeting the obligations of the licence and must seek permission from the Trustees to serve or sell alcohol.

How the Hall is used

The Village Hall does not employ staff at the Hall to supervise bookings.

Most hirers visit the Hall with the Bookings Secretary, before their event. The visit is mainly to check that the Hall facilities are suitable for the hirer's needs. The opening up procedure, location of light switches and location of fire exits is normally discussed.

At the time of the event the hirer, or their representative, is deemed to be the person in charge of the Hall during the hire period. This means that they have to open the Hall, prepare any furniture or equipment required, receive people attending the event, put away furniture or equipment used, tidy and clean up (if required), dispose of rubbish, check the Hall is secure and lock up. Throughout the event, the Hirer is responsible for the safe evacuation of the Hall should a fire occur.

Fire Safety Risk Assessment

People at Risk

Those at risk in the event of fire are:

- Contractors: including cleaners, trades people and others for the purposes of maintaining the Hall.
- Hall Users: including persons attending events and those organising events.
- Disabled Users: who may need special consideration in the event of fire. For example, users in wheelchairs where a portable ramp is available to assist with evacuation.
- 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.

Possible Causes of Fire

- Gas space heater fault
- Main electrical supply fault
- Portable electrical appliances fault
- Kitchen equipment fault (other than portable electrical appliances)
- Cooking accidents
- Waste, inside or outside (accidental ignition)
- Stage lighting system fault (including dimmer and distribution system)
- Soft furnishings – accidental ignition
- Stage scenery and props – accidental ignition
- Smoking
- Deliberate ignition

Precautions / Control Measures

- The evacuation procedure, in the event of fire, is posted throughout the Hall. (see Appendix 1)
- Ensure that sufficient and correct fire-fighting equipment is available and that a qualified practitioner inspects it once per year. A record of this will be kept.
- A test of continued illumination of emergency lighting, including fire door 'EXIT' signs in event of a power failure will be done three times a year (normally just before a CLT production). At the same time the smoke alarms will also be tested. A record of this will be kept.
- All fire exit doors to be checked for ease of opening, using crash bars, at least every three months.
- Any furnishings belonging to the Village Hall 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 includes stage curtaining.
- The Gas appliances (space heaters, gas cooker, gas water heater) are safety checked by a qualified practitioner once a year. A record is kept.
- The Electrical installation is safety checked once every five years. A record is kept.
- Smoking is not allowed in any part of the Village Hall.
- Village Hall hirers will be made aware of their responsibilities for public safety compliance via the Conditions of Hire agreed to when completing a Booking Form.
- The location of the fire exits escape routes and fire-fighting equipment are clearly marked on a plan that is displayed in the front entrance lobby (see Appendix 2)

Risk Assessment reviewed 24-04-2023 by Richard Paxton Hall Trustee

Appendix 1 - standard Hall fire notice

COMPTON VILLAGE HALL

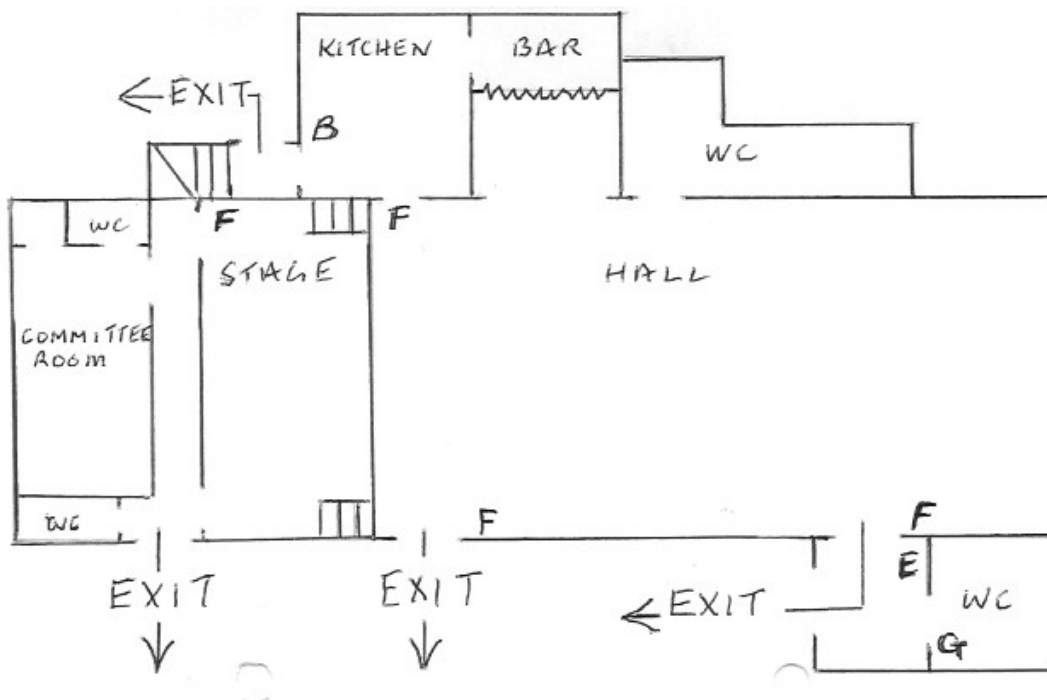
PROCEDURE IN CASE OF FIRE

The Hall does not have a fire alarm

If a fire is discovered:

- Raise the alarm by shouting 'FIRE' to alert all Hall occupants.
- Leave the building, cross the road and assemble by the bus stop (to the right of the Hall)
- Call the Fire Brigade on 999 or 112 - The postcode for the Hall is GU3 1EG

Appendix 2 - Plan of the Hall to show Fire Exits



F = Fire extinguisher; B = Fire Blanket; G = Gas main cut off; E = Electricity main switch