

South Luffenham Village Hall Fire Risk Assessment 2024

(Updated from July 2021 original)

South Luffenham Village Hall is a 100 year old former military building situated in the heart of the village. Located between Hall Lane and the parish field, the village hall is a wooden construction that was extensively refurbished in 2020/2021, with a new roof, refurbished interior, and improved external access. Certificates regarding building regulations and disabled access are held on the health and safety file in the kitchen.

The building comprises a double door entrance lobby from Hall Lane. Once inside there is a cloakroom, three unisex toilets and a disabled toilet/baby changing room on the right. On the left is an entrance to the kitchen and access to the storeroom. The curtains on the main hall windows are fire resistant materials. On the north side of the hall bifold doors have been installed in the gable end which now gives access to decking and an enclosed seating area. On the east side of the hall there is a fenced off external storage and maintenance area, where there are three waste bins (general waste, re-cycling and green), a wooden storage shed and two plastic storage units. Cooking and water heating is electric.

The internal hall area measures 6.5m x 13.7m. The calculated hall capacity is 80 seated and 120 standing.

All parts are available to hire for both parties and events. There is no dedicated village hall car parking.

The main entrance door on the south side of the hall is the main **EMERGENCY EXIT** that leads directly out of the building. It is clearly lit with emergency lighting signs. The bifold doors provide a second exit at the north end, which is signed above the door but not lit. Users of this exit are advised to only go round to the assembly point in Hall Lane via the path to the western side of the hall, if it is safe to do so. Wheel chair users should use the main exit door if possible as there are a step down off the decking if using the bi-fold doors.

THE DESIGNATED ASSEMBLY POINT IS:

- Hall Lane

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

No fireworks, gas appliances, flammable substances or ignited candles are permitted inside the building. There are three smoke detectors located to trigger an alarm in the event of fire. (Two in main hall and one in kitchen).

Fire extinguishers are situated as follows:

- One CO2 extinguisher in the kitchen
- One fire blanket in the kitchen
- Two water-based extinguishers in the main hall

These are annually serviced - February each year, and the certificate is held in the health and safety file in the kitchen.

The premises meet all the requirements of the current disability legislation.

The **FIRE HAZARD IS LOW** and therefore **RISK IS LOW**

Principle uses of the village hall

The hall is hired by a range of organisations and private individuals for a wide variety of activities. A written agreement between the village hall and the hirer forms the basis of the hiring agreement. The Booking Form and Rules of Hire draw the hirers attention to the health and safety and licensing obligations that the booking places upon them and includes the information on fire risk.

Fire safety risk assessment

The Village hall Management Committee encourages all users of the hall to carry out their own fire risk assessment, highlighting the areas that relate to their own group, guests and activities.

This assessment document has been written by the village hall management committee to cover all aspects of the hall, but those hirers who are not familiar with the layout and equipment the following factsheet is supplied.

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD.

We advise hirers to take a note of everyone attending their event (Note 6 in the information sheet given to hirers advice has advice about a roll call in the event of a fire once the hall is evacuated. (Annex A that is attached to this assessment).

Hirers are encouraged to make themselves aware of the exit routes, the firefighting equipment and the plan of the hall that gives information on the location of emergency exits, equipment, and the assembly point. The plan is available to all hall users with the booking form and is also displayed on the noticeboard at the Hall Lane entrance.

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. Regular hirers will hold a key, and non-regular hirers will be given a key to return once the event is finished. This key is for the Hall Lane end door. There are no areas locked internally.

People at risk

Those at risk in the event of fire are as follows:

1. **Village hall management committee members** who carry out any day-to-day management responsibilities and may be working on their own.
2. **Trades people** who are engaged on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. They can gain access to the hall either by borrowing a key from the bookings clerk, or be escorted by one or more of the village hall management committee.
3. **Hall users, hirers and responsible persons** should ensure that people attending events are familiar with the emergency precautions. The main hall area is open plan. The fire exit is easily identified, and covered by emergency lighting over the exit door. This is regularly tested.
4. **Disabled persons.** At a typical function there may well be disabled persons. It is the responsibility of the hirers to ensure such persons are given assistance in the event of an evacuation. The emergency exits are on the level with the external surface to the outside, that is either paved or a wooden decked surface, so there are no barriers to wheelchairs.
5. **Children.** It is the responsibility of users and hirers to ensure all children within the hall are supervised and that they be given assistance in the event of an evacuation.
6. **Other members of the public (not using the hall).** Members of the public can walk past the hall on the eastern side via a paved path to and from the Parish Field. This area to be kept lit, clear and slip free.

Fire safety risk assessment

Possible causes of fire are as follows:

1. Main power failure or supply fault
2. Portable electrical appliance fault (PAT tested)
3. Kitchen equipment faults (other than portable appliances)
4. Cooking accidents
5. Waste (accidental ignition)
6. Soft furnishings - accidental ignition
7. Deliberate ignition
8. External storage

Control measures

The primary and general control measures taken by the village hall management committee are to ensure that:

1. **Sufficient and correct firefighting equipment is available** and is inspected annually by a qualified practitioner. Fire-fighting equipment currently consists of one CO2 extinguisher in kitchen; two water extinguishers in the main hall, and a fire blanket. These locations are identified on the hall plan. A certificate of maintenance is obtained from each inspection.
2. **The location of the fire-fighting equipment**, emergency lighting and escape routes are clearly marked on the hall plan that is displayed on the noticeboard at the front lobby entrance and also issued to all hirers.
3. **Village hall plan showing fire exits**. This is appended as Annex B to this assessment, and is displayed on the hall noticeboard on the main entrance lobby.
4. **Checks that all fire exits are clear**. The management committee check for ease of opening and that all exit are clear on a weekly basis. A test of continued illumination in the event of a power failure is conducted quarterly. A test of the smoke sensor alarms is done quarterly. All tests are logged.
5. **Furnishings** belonging to the village hall that are less than one metre from the floor are made of a non-combustable material, or a material that has been fireproofed to the standard applicable at the time of purchase.
6. **External security lighting** (sensor operated) is provided and maintained at both gable elevations of the hall to discourage intruders.
7. **Key holders record**. This is kept in the hall, and included in the information sheet given to hirers. A record of hirers who have regular access and who have a key is maintained.
8. **Internal waste bins** are checked for fire hazards (loose inflatable materials such as paper) each time the kitchen is cleaned and placed in the exterior waste bins or removed from the hall site.
9. **All village hall users** will be made aware of their responsibilities under the Premises License via the booking form.
10. **All regular user groups will be advised** that they should carry out their own fire risk assessment. Whilst the village hall management committee will advise and encourage such assessments, they cannot be held responsible for a group not carrying out its own fire risk assessment.

DOCUMENTS HELD IN THE HEALTH AND SAFETY FILE IN STOREROOM

- Weekly fire exit check log
- Monthly, quarterly and annual check log for smoke alarms, emergency lighting, external lighting, portable electrical equipment check, PAT testing, fire extinguisher inspection, routes to assembly points, and fixed electrical equipment checks.
- Electrical testing certificates following refurbishment
- Hygiene certificate
- Fire extinguisher annual test certificate
- PAT test for appliances
- Fixed electrical equipment check

ANNEX A - INFORMATION SHEET GIVEN TO ALL HIRERS AND DISPLAYED IN VILLAGE HALL

FIRE

In the event of a fire DIAL 112 OR 999

- The responsible person (the hirer or person in charge) will instruct all persons to leave the building using the nearest available emergency exit and to muster together as soon as possible at the assembly point in Hall Lane. If exiting via the bi-fold door exit, then users of this exit are advised to only go round to the assembly point in Hall Lane via the path to the western side of the hall, if it is safe to do so. Wheel chair users should note that that the bi-fold door exit involves a step down to ground level off the decking, and may require assistance.
- Attempts to extinguish the fire using the fire extinguishers should only be carried out if it is safe to do so. If there is any doubt, get out of the hall.
- A roll call needs to be taken to ensure everyone has vacated the building. Make sure that a list of people attending the event is drawn up before the start so that a roll call can be made.
- **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone in South Luffenham. There is a telephone for emergency use in the storeroom. We would expect a call from a mobile is the most likely way to alert the emergency services. The address for the hall is as follows:

South Luffenham Village Hall, Hall Lane, South Luffenham, Rutland, LE15 8NW
What three words location: Heeding.goodbyes.discouraged

- Please ensure all children and disabled persons are given assistance in the event of an evacuation
- The responsible person should ensure that once the hall has been evacuated, then no one re-enters to hall to collect personal belongings, etc, under any circumstances.
- When the Fire Brigade arrives the responsible person should report to the Fire Officer in charge that a roll call has taken place and all persons are safe/ accounted for/ or someone is missing.
- If you have a mobile and after you have carried out all of the above, and circumstances allow it, please call Tracy Steward (Booking Clerk).

NOTE: All accident, no matter how small, must be reported to the booking clerk.

Village Hall Committee	Name	Telephone/Mobile
Bookings Clerk	Tracy Steward	01780 729006/ 07719 640923
Health and Safety	Simon Fisher	07958 339174
Committee member	Duncan Harris	07801 491976
Committee member	Tim Smith	01780 729515

ANNEX B - HALL PLAN SHOWING EMERGENCY EXITS, FIRE EXTINGUISHER LOCATIONS, FIRST AID KIT.

