

# Fire Risk Assessment

**Name:** Chittlehampton Village Hall

**Address:** Chittlehampton

**Phone number:** There is no phone at the premises

**What3Words Location:** signal.pulled.heckler

**Use:** Village events and functions and hired out to villages for their events and activities

**Responsible person (owner/employer/person in control of premises):** The Village Hall is run as a charity CIO with trustees. Peter Bradshaw is the Chairman.

**Fire safety guidance used for this assessment:** Devon and Somerset Fire and Rescue Service and HSE

**Date of risk assessment:** September 2023

**Date for review:** September 2024 or if any changes are made to the premises.

## **Risk Assessor's details**

**Name:** Zoe Nicklin

**Email address:** zoenicklin49490@gmail.com

**Phone number:** 01769 540867

## **Information about the premises**

### **Relevant fire safety legislation**

The Regulatory Reform (Fire Safety) Order 2005

### **This legislation is enforced by:**

Devon and Somerset Fire and Rescue Service.

### **General description of premises**

The Hall was primarily built in 1951 using reinforced concrete supports and panels with a corrugated **asbestos** roof. Windows are single glazed on the old school kitchen, hall and changing room extension has double glazed units.

There is a Tea Kitchen at the end of the Hall.

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There is a side extension that was built as a school canteen (Commercial Kitchen) which is now part of the Village Hall.

Rear parts of the Village Hall include a Meeting Room, WCs, storage cupboards and also a group of rooms used as changing rooms and showers by the Football Club.

There is an attic above the east end of the main hall that is used as a store but only accessible by a ladder. Access is disallowed as there is loose asbestos fibres under the flooring.

### **Occupancy details**

- Time premises are in use are 7:00 to 23:45. Site must be clear by 00:00Hrs
- There are no employees of the Village Hall.
- Total number of people who may be in the premises at any one time: 300

### **Size**

- Building Footprint is 325 m<sup>2</sup>
- Number of floors: 1 plus attic store above kitchen
- Number of basements: 0
- Number of stairs: 0

### **People especially at risk**

- people with a disability e.g. mobility, hearing or eyesight must have people around them to aid their exit from the hall.
- young persons must be supervised by an adequate number of adults to ensure their safety.
- people in other parts of the building when multi occupancy occurs must be informed of each other activities.
- people working in a remote part of the premises or when the premises is unoccupied (cleaners, volunteers and contractors) must have a mobile phone with them and be able bodied so that they can exit the building to seek assistance.



# Fire Hazards and the Action Taken to Remove Them or Reduce the Risk

## Source of ignition

Electrical wall heaters

Faulty cabling

Over loaded sockets and adapters

Tea Kitchen appliances

Commercial cooker

Arson in Shed

Smoking

## Comments:

Smoking is not permitted in any of the premises.

The football club shed must be kept padlocked.

Electrics are checked periodically and the appliance are PAT tested each year.

The Hall Hiring Terms and Conditions states that sockets must single use no multi adapters to be brought in.

## Action required:

No further action is required

## Source of fuel and storage of combustible materials

Curtains

Wooden tables and other items under stage.

Decorations brought in by hirers

Football paint shed

Rubbish

## Comments:

No rubbish is to be left on the premises or around the premises.

The hirer's Terms and Condition specify that their decoration must not be combustible and kept away from the infer-red wall heaters.

Football paint shed must be regularly cleared out and kept locked.

[Type text]

Part of the Hall housekeeping must include checking the under stage area for any items and rubbish that should not be there.

**Action needed:**

The curtains will be replaced as part of the refurbishment that is due to commence in 2024.

**Work processes that create an increased risk of fire impact on general fire precautions**

None identified

**Structural features that could promote the spread of fire**

None identified

**Hazards introduced by outside contractors and building works**

None identified.

## **Fire Protection Measures**

**Means of escape – horizontal evacuation**

The Hall is open plan and can be quickly evacuated in 3 directions.

The Tea Kitchen can exit through the main hall or through a door bolted on their side to an alternative fire exit.

The Commercial kitchen has its own exit that must be kept unlocked at all times whilst in use.

The Meeting Room must exit through the passage ways to the opposite side of the building unless the door to the hall is unlocked as is normal when the hall is in use.

The Football changing rooms and showers have their own exit and can also pass through into the main premises to use other fire exits if necessary.

**Comments:**

There is a water fire extinguisher in the passage way to assist exit from the meeting room and rooms in the back.

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One fire exit of the main hall would be obstructed if the two parts of the stage were bridged together as it has been design to do. In this set up the main entrance must also be used as a fire exit to allow an occupancy of greater than 60 people.

**Action needed:**

Change the sign above the main entrance door into the lobby that leads directly to the main entrance to instruct hall users to exit in that direction.

Consider adding a Panic Bar opening to the Commercial kitchen door.

## **Measures to limit fire spread and development – fire-resisting structures**

The internal walls around the Tea kitchen are solid.

The Commercial Kitchen is an extension on the outside of the hall walls.

**Comments:**

None of the doors in the premises are true fire doors built to up-to-date regulations.

The Kitchen door is hooked back to allow safe passage into the main hall.

**Action needed:**

Fire doors must be reviewed as part of the refurbishment of the village hall.

## **Measures to limit flame spread across wall and ceilings**

There are no wall coverings that would aid the spread of fire. False ceilings are limited by vertical walls.

**Action needed:**

Redesign to current regulations in the Renovation Project.

## **Emergency lighting system**

There is a well light emergency lighting system in the Main Hall, Tea Kitchen and fire exits. There are street lights outside that would normally provide borrowed lighting into the premises.

**Comments:**

There is no emergency lighting in the changing rooms as these can not be used in the hours of darkness because there is no lighting on the football pitch.

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**Action needed:**

None

**Fire safety signs and notices**

There are evacuation route signs through out the premises

There is an action in the event of fire notice at the front entrance

There is plan by the entrance door showing position of extinguishers and push bar exits.

The fire extinguishers are marked

**Fire warning system**

There is no automatic fire alarm or sensors. There is a manual alarm bell in the Main Hall and the Commercial Kitchen. The rest of the premises would rely on people shouting Fire and alerting other uses of the building to the situation.

**Comments:**

In multi occupancy situations all users must made aware that there are others in the building as part of the booking process

**Action needed:**

Make this part of the booking process as required.

An integrated Fire system is part of the renovation project.

**Firefighting equipment**

There are water fire extinguishers positioned to aid the clearance of a route for evacuation.

There are CO<sub>2</sub> fire extinguishers in both kitchens.

There is an AB fire extinguisher in the commercial kitchen that has replaced the ABF extinguisher.

There are fire blankets in both kitchens.

**Comments:**

[Type text]

There is now no Fat fire extinguisher in the commercial kitchen only a fire blanket.

**Action needed:**

When bookings are accepted for the commercial kitchen chip pans must be considered as an additional risk.

**Other fire safety systems**

There is no sprinkler or other systems in the premises.

## **Management – Procedures and Arrangements**

**Fire safety is managed by:**

The Hirer of the Hall.

**Method for calling the fire service**

A mobile phone must be used

**Comments:**

This is stated on the hirer's terms and conditions.

**Facilities and information for the fire and rescue service**

**Facilities**

Vehicle access is through the car park.

There is no hydrant on the site.

**Information to have ready for the fire service**

- Premises plans.
- Is everyone accounted for?
- Location of shutoff switches (electric, water).

[Type text]



## **Arrangements for routine testing and inspections of fire precautions**

- The fire doors are checked weekly.
- The emergency lighting self-tests at monthly intervals

## **Nominated trained persons**

There is no fire training or nominated person associated with the Village Hall.

Hirers are encouraged to plan for their own event.

## **Premises Emergency Action Plan**

This is simple raise the alarm and exit the building to the safe point (far right of the car park) and contact the fire service on a mobile phone.

Hirers are asked to considerer providing adequate support to those with disability and young people.

Also the hirer must know how many people are in the hall and what rooms are being used.

## **Management – Maintenance and Testing**

There is very little equipment in the premises.

The fire exits are checked weekly

The emergency lighting self-tests

The fire equipment is checked annually.

## **Fire Risk Assessment**

Taking into account the fire prevention measures observed at the time of this risk assessment, it is the opinion of the Fire Risk Assessor that the hazard from fire (likelihood of fire) at these premises is:

**Low** if the users abide by their Terms and Conditions

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk

[Type text]

assessment, it is the opinion of the Fire Risk Assessor that the severity for life safety in the event of fire would be:

**Slight harm** if the users abide by their Terms and Conditions

Accordingly, it is considered that the risk to life from fire at these premises is:

**Tolerable** if the users abide by their Terms and Conditions

### Risk level action and timescale

- **Trivial** - no action is required and no detailed records need be kept.
- **Tolerable** - no major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
- **Moderate** - it is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
- **Substantial** - considerable resources might have to be allocated to reduce the risk. If the premises is unoccupied, it should not be occupied until the risk has been reduced. If the premises is occupied, urgent action should be taken.
- **Intolerable** - premises (or relevant area) should not be occupied until the risk is reduced.

**Note:** although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.

All hazards and any actions identified in this report should be addressed by implementing all recommendations contained in the following action plan.

The fire risk assessment should be reviewed regularly. We recommend at least annually.

### Action plan

Action needed	Priority	Date to be Rectified	Date Rectified	Action taken by
The curtains will be replaced as part of the refurbishment that is due to commence in 2024.	Low	End 2024		
Fire doors must be reviewed as part of the refurbishment of the village hall.	Low	End 2023		

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[Type text]