

MURSLEY VILLAGE HALL

Fire Safety Risk Assessment

Description of Premises

Mursley Village Hall is a 1960s building which was extended in the 1990s on the junction of the Lane and Main Street in Mursley.

The building comprises one entrance lobby, a main hall and smaller area known as the committee room, separate men's, women's and disabled toilets, a storage room, cleaners cupboard and a separate kitchen and bar.

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

The car park to the side and rear of the building, has space for approximately 25 cars.

Five emergency exits lead directly out of the building – from the main hall, lobby, kitchen and committee room. They are clearly lit with **emergency lighting**. The premises meet all the requirements of the current disability legislation.

The Hall is **NO SMOKING** area.

No **FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES** or **IGNITED OPEN CANDLES** are permitted inside the building.

Fire extinguishers are situated in the lobby and the main hall. They are routinely inspected.

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

Principal Uses of the Village 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.

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.

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, the escape routes. The plan is available to all Hall users and is also displayed on the notice board by the bar.

People at Risk

Those at risk in the event of fire are:

- **Staff:** The Village Hall Committee employs a part-time caretaker, who has a key to the building and is generally on their own when working.

- **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 from the Hirings Secretary, while others are always escorted by a Trustee or caretaker.
- **Hall Users:** 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 exits. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There are two sets 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 of ramps outside, which are either tarred or 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 Member of the Public (who are not using the hall):** Members of the public may walk past the hall.

Possible Causes of Fire

- a) Main power supply fault.
- b) Portable electrical appliances fault.
- c) Kitchen equipment faults (other than portable electrical appliances).
- d) Cooking accidents.
- e) Waste (accidental ignition).
- f) Stage scenery and props – accidental ignition.
- g) Deliberate ignition.

Control Measures

The primary and general control measures taken by the Trustees are to ensure that:

- **A Fire Notice is prominently displayed** on the notice board next to the bar together with a diagram of the Hall. All hirers are advised of this notice.
- **Sufficient and correct fire-fighting equipment is available** and that a qualified practitioner inspects it at least once per year. A Certificate of Maintenance will be obtained for each inspection.
- **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 notice board and available to all users and staff.

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- **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.
- **The Trustees test** the ease of access to and through the escape routes and to the assembly points at least once per year and log the results.
- **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. This applies to all curtaining on the stage irrespective of distance from the floor level.
- **Security lighting** (sensor operated) is provided and maintained around the outside of the hall in order to discourage potential intruders and prevent accidents.
- **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.

DIAGRAM OF VILLAGE HALL SHOWING FIRE EXITS

