

# **KENTFORD AND KENNETT VILLAGE HALL**

## **FIRE RISK ASSESSMENT**

**5 January 2018**

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### **1. Introduction**

- 1.1 The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.
- 1.2 The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is relevant, therefore, to Kentford and Kennett Village Hall.
- 1.3 For the purposes of carrying out the Fire Risk Assessment the ‘responsible person’ is the Kentford and Kennett Village hall Management Committee who from time to time appoint one or more ‘competent’ persons to undertake the risk assessment.
- 1.4 This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:
  - 1 – Identify fire hazards
  - 2 – Identify people at risk
  - 3 – Evaluate, remove, reduce and protect from risk
  - 4 – Record, plan, inform, instruct and train
  - 5 – Review
- 1.5 The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the village hall, namely:
  1. Main entrance and foyer
  2. Main hall

3. Kitchen
4. Disabled toilet
5. Storeroom with loft
6. Heating store room
7. Changing room

1.6 For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, fire fighting and precautionary equipment, escape routes emergency lighting, signs and notices.

1.7 The findings of this assessment are contained in the table at the end of the document and the key points discussed in the following paragraphs.

## **2. Fire Hazards: Sources of Ignition, Fuel and Oxygen**

2.1 The main sources of ignition are the various items of electrical equipment located in the kitchen e.g. induction hob, oven, dishwasher, fridge, water heater.

2.2 Elsewhere, the main sources of ignition are electric sockets and lighting located throughout the hall.

2.3 Elsewhere, the main sources of fuel are the upholstered seating,

2.4 The main source of oxygen is the natural airflow through, doors, windows and other openings.

## **3. People at Risk**

3.1 People who use the hall and may be at risk if there is a fire include:

- Hirers
- The Village Hall Management Committee
- The Parish Council
- Local organisations
- Contractors
- Cleaners

- Visitors
- Hirers, contractors and visitors who are unfamiliar with the hall layout
- Children
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

#### **4. Evaluate, remove, reduce and protect from risk**

##### *The risk of fire occurring*

4.1 It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen. Combustible materials are kept away from these sources and all equipment is regularly serviced and maintained in a good state of repair.

4.2 Elsewhere, electric sockets and lighting are well maintained. If overhead lighting and other electrical equipment is installed for staging productions, a competent electrician will be made available to ensure their safe installation and operation.

##### *The risk to people*

4.3 An evaluation has been carried out of the actual risk to people identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition i.e. kitchen.

4.4 The main entrance/foyer, the main hall, kitchen, disabled toilet and stage store room are all at ground floor level and are open to the various escape routes available.

##### *Removal/reduction of the hazards*

4.5 The identified potential hazards comprise the range of electrical equipment contained in the kitchen which are an essential part of the facilities available to the users of the village hall. Removal would not be in the best interests of the village hall or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing, and replacement.

4.6 A No Smoking policy in all areas of the building.

4.7 Elsewhere flammable materials are limited to tables and seating, and generally are kept away from potential hazards. Similarly, mats and various sports and leisure equipment used by local groups are kept secure within the Loft store room off the main

hall where potential fire risks are very low.

*Removal/reduction of the risks to people*

- 4.11 The fire risk to people has been reduced to as low as reasonably practicable (ALARP) by insuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.
- 4.12 A fire alarm system is in place incorporating an alarm bell and manually operated 'break glass' points which are located in the main entrance/foyer, in the main foyer which is on the main corridor escape route.
- 4.13 Fire extinguishers for particular types of fire are situated in the main entrance/foyer, main hall, and kitchen. These are regularly inspected and the Certificate of Inspection is displayed in the main entrance/foyer. A fire blanket is located in the kitchen.
- 4.14 There are four main escape routes available at ground floor level and are readily accessible from all parts of the building. All are independent of each other with emergency escape lighting. Escape lighting has been installed which is permanently on at all times. The main escape routes are (1) via the main entrance (2) via 3 external fire doors off the main hall.
- 4.15 Escape routes are all unencumbered and are listed in the accompanying table. All external fire doors lead to the outside areas that provide open space for safe and easy clearance of the hall.
- 4.16 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table. Fire exit signs are included on emergency lighting panels throughout the hall as detailed in the accompanying table.
- 4.17 Notices indicating the location of fire doors and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

*Installation, testing and maintenance*

- 4.18 All fire prevention and fire fighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also

checked on a regular basis.

4.19 Weekly checks are made of water heaters, fridges, emergency lighting, fire doors, lights, dishwasher, and the fire alarm.

4.20 An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system is also checked on an annual basis and a safety certificate obtained.

#### *Conditions of Hire*

4.21 The conditions of hire of the village hall state that fire and other exits must not be obstructed. The conditions of hire are shown on the Village Hall web-site.

4.22 For theatrical and entertainment events particular health and safety procedures apply and an appointed person is responsible for fire safety and emergency evacuation.

### **5. Record, Plan, Inform, Instruct and Train**

#### *Significant findings and action taken*

5.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

5.2 A plan showing the general fire safety measures is included on the next page.

**NOTES:**

- Lighting layout to be provided by specialist
- All lighting to be energy efficient bulbs
- Switches to be energy efficient bulbs
- Wall mounted sockets to be within zone 400-1200mm above ffl (**Part M**)
- All sockets to be at least 350mm from corners
- All electrical works to be carried out by a **Part P** certified contractor

**HEATING:**

New boiler to supply new radiators in positions to be confirmed/ agreed on site with heating engineer

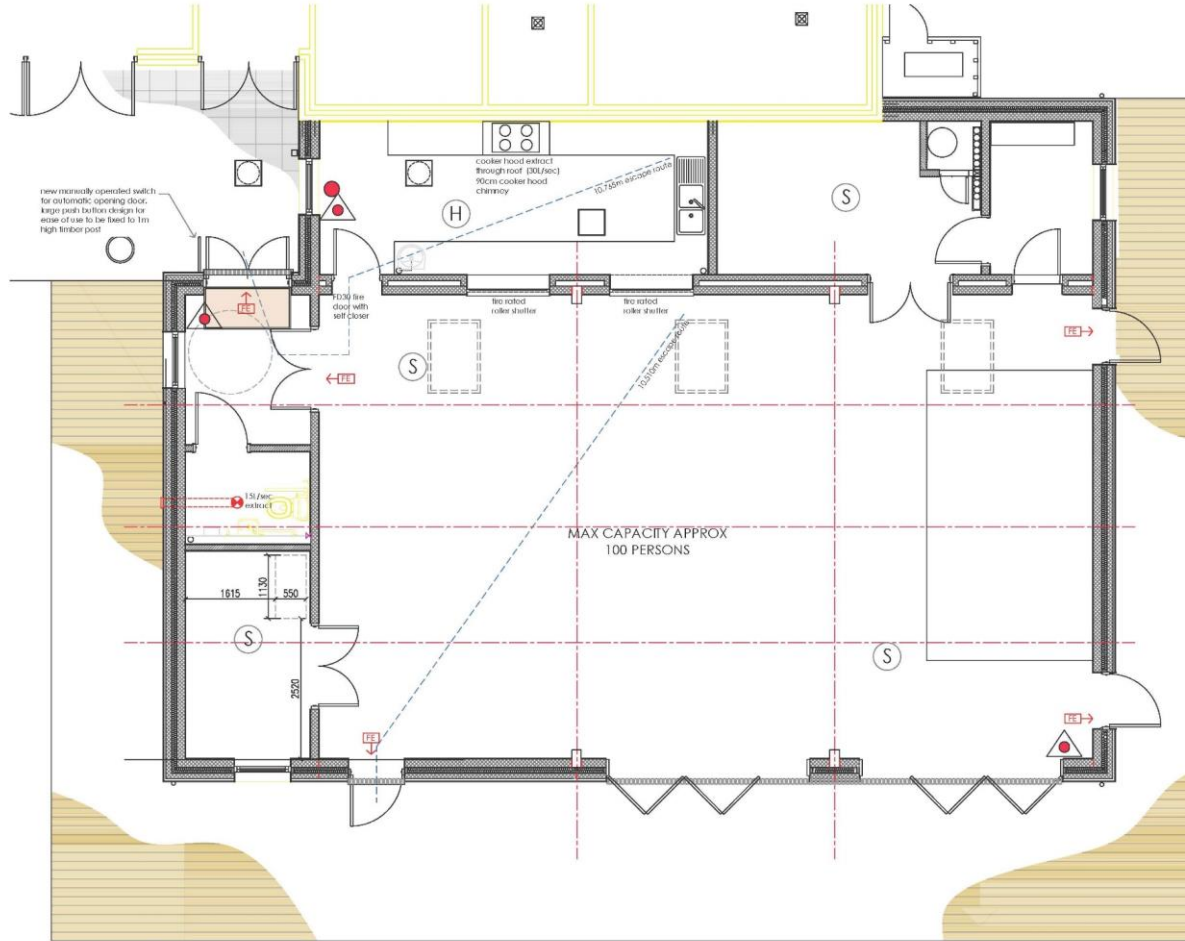
ceiling mounted extract with 15 minute overrun to be switched with light control

**FIRE KEY**

- (S) smoke detector (type & exact locations to be agreed with specialist)
- (H) heat detector
- Fire Blanket
- ↓ fire escape
- ▲ fire extinguisher including CO2 in Kitchen

Note:  
all users of building to be made aware by suitable signage of fire escapes and safe assembly point in the event of a fire.

a plan of the fire escapes is to be made available in the entrance lobby



### *Emergency plan*

- 5.3 The village hall has a relatively simple layout with clear and well signed escape routes. As explained above, the conditions of hire state that fire and other exits must not be obstructed and that illuminated fire exit signs must be on for all public entertainment.
- 5.4 The village hall operates particular health and safety procedures for theatrical and entertainment events covering the appointment of a health and safety officer, preparation for public entry to the event, emergency procedure, performance restrictions, no smoking and notification to the public.

### *Information and instruction*

- 5.5 Copies of the Conditions of Hire and the conditions relating to Theatrical and Entertainment Events are provided to hirers who are required to accept and adhere to them.
- 5.6 Signs indicating the location of fire doors and fire extinguishers are posted at various prominent and visible points throughout the village hall.
- 5.7 Fire safety advice is given to the hall cleaners and contractors.

## **6. Review**

- 6.1 This fire risk assessment has been carried out for the village hall following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.



<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, fire fighting and precautionary equipment</b>	<b>Escape Routes</b>	<b>Emergency Lighting, signs and notices</b>
Main Entrance/Foyer	Electric sockets and lighting	Fire alarm point 1 x Water Extinguisher	Via Main Door	Emergency Lighting Fire Alarm Control Box
Main Hall	Electric sockets and lighting Upholstered seating	1 x Water Extinguisher	Via 3 x external doors to car park and playing field	Emergency lighting above fire doors & door to Foyer Location of Extinguisher & Fire Doors
Kitchen	Electric Induction hob with power supply. Electric ovens with Power Supply. Electric sockets and lighting. Water heater. Dishwasher. Kettle. Fridge.	1 x CO2 Extinguisher 1 x Fire blanket Fire door to Main Hall	Via Main Hall to Foyer Main doors to Car Park  Via Main Hall to 3 x Fire Exit doors to Car Park	“Turn Off” sign on cooker box
Disabled Toilet	Electric sockets and lighting. Water heater.	None	Via Foyer Main doors to Car Park	None
Heat Pump Store	Heat Pump Boiler Electric sockets and lighting.	None	Via Main Hall to 3 x Fire Exit doors to Car Park	None
Loft Store	Electric sockets and lighting.	None	Via Main Hall to 3 x Fire Exit doors to Car Park	None
Changing Room	Electric sockets and lighting.	None	Via Main Hall to 3 x Fire Exit doors to Car Park	None