

Hough, Basford and Chorlton Village Hall

Fire Safety Risk Assessment

Description of Premises

Hough Chorlton and Basford Village Hall is a wooden clad single-storey community building situated in Cobbs Lane, Hough Cheshire. The Hall is a registered charity and is run by a Management Committee of local volunteers. The committee consists of representatives from user groups and elected members.

The facilities comprise the Main Hall, a Storeroom, Kitchen with serving hatch to the Main Hall, an Entrance Hall, separate men's, women's and disabled toilets. The Hall is available to hire for both private and public events. The Main Hall can hold up to 100 people standing and 70 people if seated.

There is a car parking to the front and rear of the building with space for approximately 60 cars. There are emergency exits leading directly out of the building at the rear of the Main Hall, and the main entrance. The premises meet all the requirements of the current Disability Discrimination Act and are licensed for entertainments including dance, plays, and music.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a 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 Hire Agreement and Standard Conditions of Hire draw the hirers' attention to the health and safety and licensing obligations that the booking places upon them.

Principal Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These include, but are not limited to, Women's Institute, Jujitsu Classes, Keep Fit, Art Classes, Private Parties and charity fund raisers.

The Village Hall Management Committee encourages all regular 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.

The Management Committee requires hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users, is published on the web site and is also on the notice boards in the entrance hall.

People at Risk of Fire

Staff: The Village Hall Committee does not employ any staff.

Trades People: The committee employs local trades people on both an ad-hoc and scheduled basis for the purposes of 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 booking's secretary or other committee member, while others are always escorted by one or more committee members.

Hall Users (up to 100 maximum inside at any time): The Main Hall area is open plan and has two easily identifiable fire exits. Emergency lighting is installed over fire doors and around the Hall, and this is tested regularly. There are fire doors fitted with keyless rotary knobs that exit directly outside at the rear of the Main Hall. The management committee recommend that the main entrance doors to the Hall be kept unlocked whenever the Hall is in use for a function however as previously indicated it is the responsibility of the hirer to undertake their own risk assessment.

Disabled Persons: At a typical function there may possibly be a limited number of disabled persons. It is the responsibility of Hall hirers to check that disabled persons are given adequate assistance in the event of an evacuation. Emergency exit doors are on a level with the paths outside, which are either concrete or finished with tarmac, so there are no barriers to wheelchairs.

Children: It is the responsibility of hirers to check that all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. Primary Hall user groups, such as Jujitsu Groups, Dance Classes are expected to have carried out their own Fire Risk Assessment.

Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling).	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and any combustible materials close to it	Open to the air
Kitchen appliances (i.e. hob, oven, fridge, kettle, microwave)	The appliance itself and any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking Accidents	Hot oil igniting on the hob. Food burning in the oven or on the hob.	Open to the air
Arson	Could be any source	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air

Control Measures

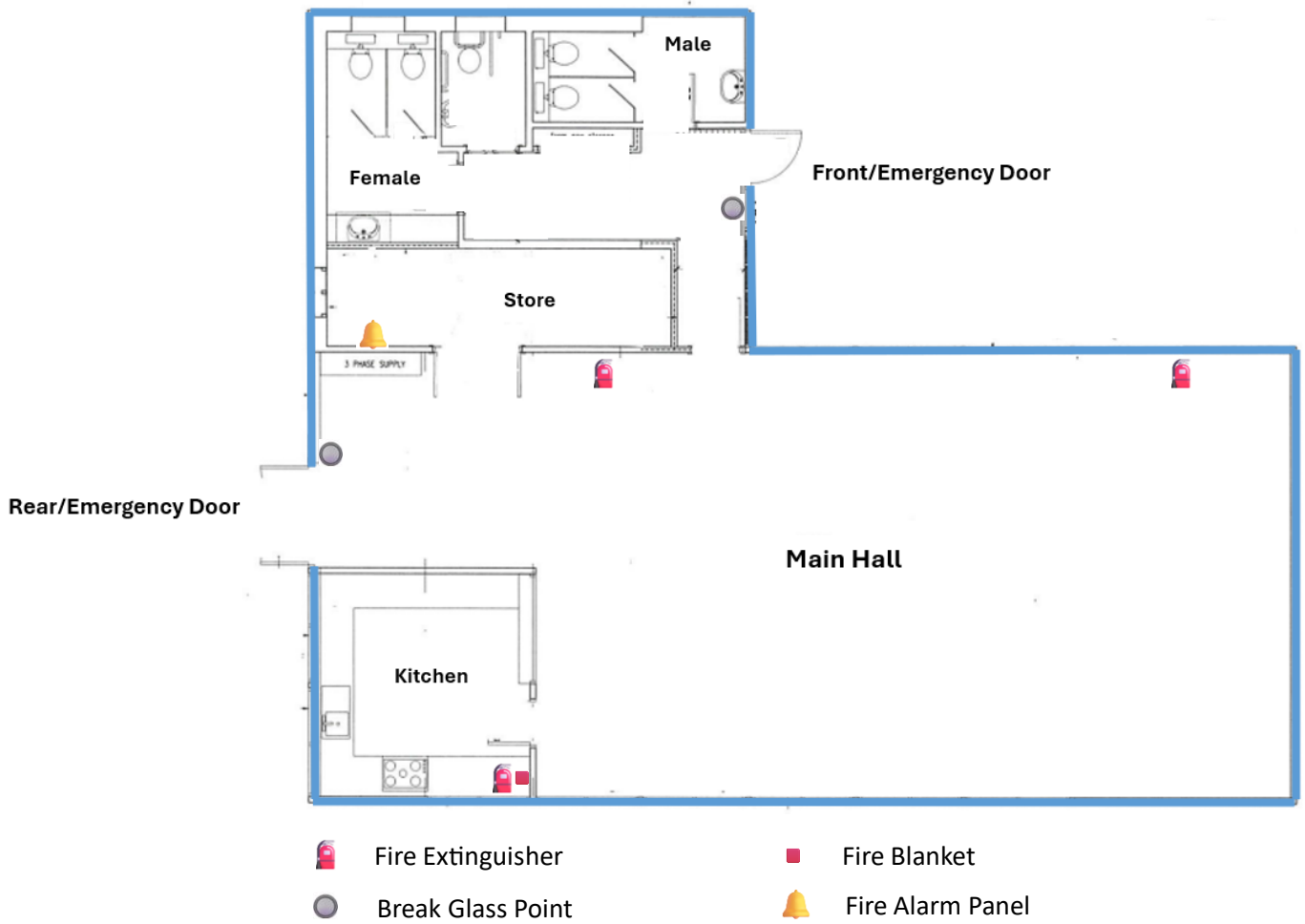
Fire hazard	probability 1=low 5=high	Risk to people from fire hazard	Measures to avoid or reduce	
			The hazard	Risk to people
Fire inside the Hall	1	Smoke inhalation. Burns. Death.	<p>Check that sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate. The location of fire-fighting equipment and exits are clearly marked on a plan of the village hall, which is published on the notice boards. A test of continued illumination in event of a power failure will be done monthly.</p> <p>Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)</p>	<p>Check that Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are. Also ensure the hirers know that they must organize a fire marshal to check the building has been vacated and that the fire brigade has been called out. Check that all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are checked monthly. The Management Committee tests the ease of access to and through the escape routes and to the assembly points at least once per year and logs the results. Users will be made aware of their responsibilities under the Premises License (via the Booking process). Regular User Groups will be advised that they should carry out their own Risk Assessment.</p>
Fire on the premises outside the Hall.	1	Evacuating people towards the source of the fire		<p>Check that hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is coordinated properly and safely.</p>

Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	Electrocution /injury while attempting to put out the fire.	A qualified practitioner checks the fixed wiring once every 5 years and portable appliances are checked every year.	Check that suitable firefighting equipment is available close to the likely sources of electrical fires.
Smoking	3	Smoke inhalation. Burns.	A No Smoking policy is enforced throughout the building. No Smoking signs are strategically placed throughout the building.	
Cooking accidents	3	Smoke inhalation. Burns.	Check that users are aware of appropriate safety precautions concerning the use of the cooker and how to cope with oil fires. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.		Check that hirers are aware of their responsibility to supervise children while inside the Hall.
Arson	1	Smoke inhalation. Burns.	Check that Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

Fire Assembly Point:

The Village Green - Opposite Village Hall

Plan of the Hall:



Approved by Hough Village Hall Management Committee