

# HILDERSHAM VILLAGE HALL - FIRE RISK ASSESSMENT – May 2009

## 1. THE PREMISES

### 1.1: CONSTRUCTION DETAILS

The Building is a single storey structure built entirely of timber dating back to 1916 and placed on raised brick piers about 70cm high to protect it from flood damage. An extension was added in 1974 and apart from a solid foundation, was constructed from matching materials.

The internal finish is of painted timber, plywood or insulation board throughout. The flooring is varnished timber in the old section and vinyl covered concrete in the new section

### 1.2: FLOOR AREAS ( sq metres)

Main hall (72) Foyer (4) Toilets (12) Kitchen (19) Store (4) Total (111)

## 2. THE OCCUPANTS

### 2.1: NUMBER

The Hall is hired to user groups for between 24 and 30 hours per week. Groups can vary from 10 to 70 persons.

## 3. OCCUPANTS AT SPECIAL RISK

### 3.1: DISABLED OCCUPANTS

People in wheel chairs or other mobility problems may attend functions. Numbers are low but cannot be predicted in advance.

## 4. FIRE LOSS EXPERIENCE

No recent experience of Fire

## 5. RELEVANT FIRE SAFETY LEGISLATION

**5.1** The Regulatory Reform ( Fire Safety) Order 2005 is applicable

**5.2** The above legislation is enforced by Cambridge Fire and Rescue

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

## 6. ELECTRICAL SOURCES OF IGNITION

No:	Item	Choice	Result
6.1	Reasonable measures taken to prevent fires of an electrical origin	Yes/No	
6.2	Fixed Installation inspected and tested	Due	May 2014
	Portable Appliance Testing	Due	May 2010
	Policy on use of personal electrical appliances <b><u>ELECTRICAL APPLIANCE SAFETY:</u></b> The <b>HIRER</b> shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Any damage caused to the Village Hall as the result of electrical appliances brought into the village hall shall be the responsibility of the hirer	HVHT Hiring Conditions 21	Hirer

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	Limitation of trailing leads and adapters All trailing leads and extensions should be covered in a safety trunking, covered with a safety mat, or taped down.	HVHT Hiring Conditions 21	Hirer
6.3	Hazards observed		none
6.4	Comment  Instructions to hirers regarding proper use and switching off of equipment	HVHT Hiring Conditions 28	Hirer

### 7. SMOKING

No:	Item	Choice	Result
7.1	Reasonable measures taken to prevent fires as a result of Smoking  The <b>HIRER</b> shall ensure that <b>NO SMOKING</b> is allowed anywhere inside the Village Hall or the Hall Porch area.	HVHT Hiring Conditions 21	Hirer
7.2	Smoking Banned in the Building	Yes	
	Approved signage displayed	Yes	
	Arrangements for those who wish to smoke	Yes	
	Monitor for Evidence of breaches of policy	Yes	
7.3	Hazards observed		none
7.4	Comment  A cigarettes stub bin to be provided outside front door. Additional No Smoking sign has been provided outside emergency exit door due to combustible material in adjacent store. All Approved No Smoking signs displayed		

### 8. ARSON

No:	Item	Choice	Result
8.1	Basic Security against arson by outsiders reasonable	Yes/No	Yes
8.2	Is there an absence of fire load in close proximity to building or available for ignition by outsiders	Yes/No	Yes
8.3	Hazards observed  Wheelie bin placed at the rear of the property away from building.	Yes/No	Yes
	Open space under raised section of building to be kept clear of combustible materials	Yes/No	Yes
8.4	Comments  Front of building is on High Street but rear opens onto Playground and open fields – 2 new PIR sensor lights have been fitted to rear of building		Completed

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**9. PORTABLE HEATERS AND HEATING INSTALLATION**

No:	Item	Choice	Result
9.1	<p>No portable heaters used. Hall main heating is provided by two wall mounted fans and fixed tubular heaters.</p> <p>Hot water is provided by three fixed electrical heaters.</p> <p>The <b>HIRER</b> shall ensure that Highly flammable substances are not brought into or used in any part of the premises and that No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters</p> <p><b>HEATING:</b></p> <p>The <b>HIRER</b> shall ensure that no unauthorised heating appliances shall be used on the premises without the prior consent of the Hildersham Village Hall Trust. <b><u>PORTABLE LIQUEFIED PROPANE GAS (LPG) HEATING APPLIANCES SHALL NOT BE USED</u></b></p>	HVHT Hiring Conditions 23 & 24	Hirer
9.2	Are fixed heating installations inspected/maintained	Due	May 2014
9.3	Hazards observed		none
9.4	Comment		none

**10. COOKING**

No:	Item	Choice	Result
10.1	Suitable Extinguishing appliances available	Yes/No	Yes
10.2	Is there an absence of fire load in close proximity to building or available for ignition by outsiders	Yes/No	Yes
10.3	Hazards observed		none
10.4	Comments		none

**11. LIGHTNING PROTECTION**

NONE

**12. OTHER SIGNIFICANT IGNITION SOURCES – Portable Equipment (PAT Testing)**

No:	Item	Choice	Result
12.1	Hostess Trolley	Due	May 2010
12.2	Vacuum Cleaner	Due	May 2010
12.3	Kettle	Due	May 2010
12.4	Urn	Due	May 2010
12.5	Microwave	Due	May 2010
12.6	AV Equipment	Due	May 2010

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### 13. HOUSEKEEPING

No:	Item	Choice	Result
13.1	Is the standard of housekeeping adequate	Yes/No	Yes
13.2	Combustible Materials clear from ignition Sources	Yes/No	Yes
	No unnecessary accumulation of combustible material	Yes/No	Yes
	Appropriate storage of combustible & Hazardous materials	Yes/No	Yes
13.3	Hazards Observed		None
13.4	Comments  Instructions issued to User groups regarding use, care and removal of combustible materials used in events.  All COSHH items (cleaning fluids etc) stored in locked cupboards		

### 14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS

No:	Item	Choice	Result
14.1	No experience as all repairs carried out by Trustees. Copy of Fire Regulations displayed in Hall.		

### FIRE PROTECTION MEASURES

### 15. MEANS OF ESCAPE

No:	Item	Choice	Result
15.1	Premises provided with reasonable means of escape	Yes/No	Yes
15.2	Adequate design of Escape routes	Yes/No	Yes
	Reasonable distance of travel	Yes/No	Yes
	Adequate provision of escape routes	Yes/No	Yes
	Fire Exits open in direction of escape	Yes/No	Yes
	Exits immediately openable	Yes/No	Yes
	Escape routes unobstructed	Yes/No	Yes
15.3	Reasonable arrangements for means of escape for disabled people	Yes/No	Yes
15.4	Hazards Noted		
	Gradient of ramp from Emergency exit very steep Warning to users		Done
	Inner doors to foyer can be bolted shut. Quick release lock to fit		
15.5	Comment  Users advised about placement of furniture clear of escape routes	HVHT Hiring Conditions	Hirer

## **HILDERSHAM VILLAGE HALL - FIRE RISK ASSESSMENT – May 2009**

	In advance of any form of Entertainment or Play the <b>HIRER</b> shall check the following items: <ul style="list-style-type: none"><li>• That all fire exits are unlocked and panic bolts in good working order</li><li>• That all escape routes are free of obstruction and can be safely used</li><li>• That there is no obvious fire hazards on the premises</li></ul>	16	
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### **16. MEASURES TO LIMIT FIRE SPREAD**

No:	Item	Choice	Result
17.1	Comment. Due to age layout and size of building no measures available other than closure of all doors and windows during evacuation procedure if possible.		

### **17. ESCAPE LIGHTING**

No:	Item	Choice	Result
17.1	Escape lighting complies with regulations	Yes/No	Yes
17.2	Hazards Observed		None
17.3	Comments		None

### **18. FIRE SAFETY SIGNS AND NOTICES**

No:	Item	Choice	Result
18.1	Reasonable standard of fire safety signs and notices	Yes/No	Yes
18.2	Hazards Observed		None
18.3	Comments All extinguishers and notices have photo-luminescent Signage		

### **19. FIRE WARNING SYSTEMS**

No:	Item	Choice	Result
19.1	Automatic Warning Systems		None
19.2	Comments Smoke Alarms have been fitted in the Kitchen and toilets		Done

### **20. MANUAL FIRE EXTINGUISHING APPLIANCES**

No:	Item	Choice	Result
20.1	Reasonable provision of portable fire extinguishers	Yes/No	Yes
20.2	Comments All equipment serviced annually by contractor	Due	Mar 2010

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### MANAGEMENT OF FIRE SAFETY

#### 21. PROCEDURES AND ARRANGEMENTS

No:	Item	Choice	Result
21.1	Persons responsible for Fire Safety Two Trustees have Naval fire fighting experience & Training		Robin Meikle Andrew Westwood-Bate
21.2	Competent person(s) available to assist in implementation of fire safety regulations (as above)	Due	Robin Meikle Andrew Westwood-Bate
21.3	Appropriate fire procedures in place	Yes/No	Yes
21.4	Detailed instructions on fire procedures issued to all User groups		Done

#### 22. TESTING AND MAINTENANCE

No:	Item	Choice	Result
22.1	Regular inspection of premises	Yes/No	Yes
22.2	Annual servicing of fire extinguishing equipment	Yes/No	Yes
22.3	Regular testing routines in place for emergency lighting system	Yes/No	Yes
22.4	Routine checks on final exit doors and security locks	Yes/No	Yes
22.5	Comment Hall inspected after each major function and at least weekly to identify any new hazards or deficiencies	Yes/No	Yes

#### 23. RECORDS

No:	Item	Choice	Result
23.1	A Fire and Building safety Log Book is in place.	Yes/No	Yes

Signed by Fire Officers

Robin Meikle	Andrew Westwood-Bate
Dated:	Dated: 12 <sup>th</sup> May 2009

# FIRE

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

It is advisable to take a note of the name of everyone attending your event (see Roll Call).

- 1: **In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible by the Parish Council Notice Board on the opposite side of the road. A Roll Call should be taken.**
- 2: **NO MATTER HOW SMALL THE FIRE !!!!**

## CALL THE FIRE BRIGADE

The nearest public telephone is opposite the Forge Green just past the Pear Tree Inn

**Dial 999** and give this address:

**Hildersham Village Hall, High Street, Hildersham, Cambridge CB21 6BU**

- 3: The Responsible Person should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- 4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing their last known position
- 5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If any doubt get out of the building
- 6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, Please call 01223 892430 / 0777 7653122
- 7: All incidents no matter how small have to be reported to the HVHT Secretary

### Management Committee Contacts

Chairman:	<b>Mr Brian Cunningham</b>	01223 893505
Secretary	<b>Mrs Jenny Logan</b>	01223 891897
Treasurer	<b>Mr Andrew Westwood-Bate</b>	01223 892430
Trustee	<b>Mr Robin Meikle</b>	01223 891436

HVHT UPDATED MAY 2009

# HILDERSHAM VILLAGE HALL

## LOCATION OF FIRE FIGHTING EQUIPMENT AND ESCAPE ROUTES

