

GELDESTON VILLAGE HALL FIRE RISK ASSESSMENT

INTRODUCTION:-

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.

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 Geldeston (Memorial) Village Hall.

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 5 steps to be taken when carrying out a Fire Risk Assessment:

Step 1 – Identify fire hazards

Step 2- Identify people at risk

Step 3- Evaluate, remove, reduce and protect from risk

Step 4 – Record, plan, inform, instruct and train

Step 5 – Review

The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in Geldeston (Memorial) Village Hall:

1. Main entrance and foyer
2. Main Hall
3. Kitchen
4. Disabled and Men`s and Ladies toilets

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.

The key findings of this assessment are contained on the following pages and key points discussed as appropriate.

1/ FIRE HAZARDS: SOURCES OF IGNITION , FUEL AND OXYGEN.

The main sources of ignition are various items of electrical equipment located in the kitchen e.g. cooker, dishwasher, fly light, fridges and the water heater.

Other sources of potential ignition are electric sockets, portable appliances, the audio visual system, speakers and electric wall heaters.

Various wooden objects, wooden tables in store and BBQ gas stored in the shed outside the hall to the rear as well as the wooden shed.

Other sources within the hall are plastic seating and the portable staging.

The Oil Boiler and Kerosene Oil Tank:- These are situated in a brick cellar isolated from the kitchen above by a reinforced concrete ceiling.

The main source of oxygen is the natural airflow through the doors and windows

2/ PEOPLE AT RISK.

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

- Hirers of the Village Hall
- Contractors
- Volunteers
- Cleaners
- Village hall community
- Children (when used as a party venue)
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

3/ EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK.

3.1 The risk of fire occurring :-

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise of electrical equipment located in the kitchen and the audio/visual equipment located in the main hall. Combustible materials are kept away from these sources and the equipment and heating units are regularly serviced and maintained in a good state of repair. Having had the hall refurbished 3 years ago all of the above is of that age and so in good condition. Elsewhere portable appliances are regularly "PAT" tested where appropriate.

3.2 The risk to people.

An evaluation has been carried out of the actual risk to people identified in Step 2 in the event of fire starting and spreading from those areas with the main sources of ignition i.e. kitchen or the main hall.

The main entrance / foyer is accessed by three steps outside and inside and are a named escape route which is lit by emergency lighting and signed.

The main hall is all on one level and has one exit. One of these is covered by emergency lighting and signed.

The kitchen has its own exit down steps and has access rails and lighting but access to main hall is recommended.

3.3 Removal/reduction of the hazards.

The identified potential hazards comprise the range of electrical equipment contained in the kitchen which are an essential part of the facilities available to users of the village hall.

Removal would 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.

Wood and wooden tables, stored by the village hall, at the rear does represent a potential hazard but these are the minimum practical and are to be kept tidy and confined to the storage facility they are in.

Geldeston Village Hall operates a NO SMOKING policy (Gov regs) in all areas of the hall. Elsewhere flammable materials are limited to tables and seating and are generally kept away from potential hazards.

3.4 Removal/ reduction of the risk to people.

The fire risk to people has been minimised as far as reasonably practical. Adequate fire escape signs are in place as is emergency lighting (replaced in 2018) to assist people in the event of fire and to allow them to escape safely.

Fire extinguishers are located in the kitchen and main hall with instructions, as detailed in the accompanying table, and are regularly inspected and the Certificate of Inspection is displayed on the notice boards by the main entrance/foyer. A fire blanket is also located in the kitchen.

There are three main escape routes available and readily accessible from all parts of the hall. All are independent of each other. The main escape routes (1) the main entrance, (2) an external fire door to "The Street", (3) an external fire door accessed through the kitchen. Escape routes and exits are indicated by appropriate signs as indicated in the accompanying table. Fire exit signs are also detailed in the accompanying table. The fire extinguishers have operating instructions clearly displayed.

3.5 Installations, testing and maintenance.

All fire prevention and fire fighting equipment is maintained in effective working order through periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

Regular checks are made of the under-sink water heaters, cooker, fridge, fire doors, lights, and dishwasher.

An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system was installed in 2018.

4. RECORD, PLAN, INFORM, INSTRUCT AND TRAIN

4.1 Significant findings and action taken.

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 the report.

4.2 Conditions of Hire

The conditions of hire of the VH state that fire and other exits must not be obstructed.

Conditions of hire are shown on the village hall web-site. www.geldestonvillagehall.co.uk

4.3 Emergency plan.

The village hall is a simple layout with clear well signed fire escapes and fire extinguishers. Conditions of hire state the fire and other exits must not be obstructed.

5.REVIEW.

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 the the fire precautions are still working effectively.

Its is also available on the village hall web page. www.geldestonvillagehall.co.uk

A plan of Geldeston (Memorial) Village Hall is attached to this report as Appendix 1.

SIGNED. *Jim Haffsbaelt* Chairperson.

DATE. *18/11/21.*

Geldeston Village Hall

Fire Plan

