

Pillerton Priors

VILLAGE HALL

Pillerton Priors Village Hall Fire Risk Assessment

Pillerton Priors Village Hall is a purpose built single-storey building which comprises an entrance lobby and corridor with 6 rooms off this: Main Hall, John Findon Room (Small Hall), Kitchen, Female toilets, Gents toilets and Disabled toilet.

There is a gravel car park to the side of the building, with ample parking. The hall has two emergency exits leading directly out of the building; the main entrance located in the lobby and a second emergency fire exit at the far end of the Main hall. They are clearly lit with emergency lighting.

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, consisting of an emailed or online booking request and the booking confirmation, which is subject to our Terms and Conditions of hire, 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.

Alcohol may be served on the premises. If alcohol is to be sold, then the hirer is responsible for obtaining the appropriate licence from Stratford-on-Avon District Council.

<https://www.stratford.gov.uk/licences-permissions/licensing-act-2003.cfm>

Principal Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to, Scouts, Cubs, Beavers, Brownies, Guides, badminton, public meetings, dance lessons, musical events, plays, 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 Village Hall Management Committee encourages hirers to make themselves aware of the exit routes, the fire-fighting 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 and Volunteers: The Village Hall Committee does not employ any staff. Volunteers would typically be accompanied by a committee member and be familiar with the village hall.

Trades People: The committee employs local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. The cleaner has a key to the building and is generally on her own when working. Trades people may be provided with the code to the key safe or may be escorted by a committee member.

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Hall Users (up to 99 maximum in-side at any time): Hall users will generally be familiar with the Hall. Those that are not will find the simple layout easy to navigate and assimilate.

The Main Hall area is open plan and has 2 easily identifiable fire exits whilst the Small Hall has one easily identifiable fire exit. Emergency lighting is installed over the fire exit in the Main hall, outside the main entrance and on the walkway to the side of the building and this is tested regularly.

A fire alert and detection system with audible sounders is installed, and this is tested regularly.

There is a fire door fitted with push-bar releases that exits directly outside at the rear of the Main Hall. The main double entrance doors to the Hall must be kept unlocked whenever the Hall is in use for a function.

Disabled Persons: At a typical function there may possibly 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. Emergency exit doors at the rear of the Main Hall 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 ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. Regular hall user groups, like Beavers, Cubs and Scouts, are expected to have carried out their own Fire Risk Assessment.

Other Members of the Public (who are not using the Hall): Members of the public may use the playing field.

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, hot water boiler, microwave, vacuum cleaner, air purifiers, amplifiers, etc)	The portable device itself and then 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 or under a grill. 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

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Control Measures

Fire hazard	Likelihood (L to H)	Risk	Measures to avoid or reduce:	
			The hazard	Risk to people
Fire inside the hall	Low	Smoke inhalation. Burns. Death. Particular attention to be paid to people who are sleeping overnight or attending large events.	Ensure 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 regularly. Ensure that village hall furnishings are made of a non-combustible material or a material that has been fireproofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc. Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)	Ensure Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are. A fire alert system with appropriate detectors has been installed so that an alarm can be raised if a fire is discovered. Ensure the hirers know that they must organize a fire marshal to check the building has been vacated after alarm and that the fire brigade has been called out (as appropriate). Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a regular basis. 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.
Fire on the premises outside the Hall.	Very low	Evacuating people towards the source of the fire		Ensure 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.

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Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	Very low	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the fixed wiring once every 5 years and portable appliances are checked every year. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires.
Smoking	Low	Smoke inhalation. Burns.	A No Smoking policy enforced throughout the premises. No Smoking signs strategically placed near entrance to the building.	
Cooking accidents	Medium	Smoke inhalation. Burns / Scalds.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker. No deep fat fryers allowed. There is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	Low	Smoke inhalation. Burns.		Ensure hirers are aware of their responsibility to supervise children while inside the Hall.
Arson	Very low	Smoke inhalation. Burns.	Ensure 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