

Stoke Golding Village Hall – Fire Risk Assessment

Introduction & Legal Requirements

The Regulatory Reform (Fire Safety) 2005 places the following requirements on persons whom have control of a building:

- Carry out a fire risk assessment of the building.
- Identify the significant findings and record them.
- Provide and maintain such fire precautions as are necessary to safeguard those persons using the building.
- Provide information, instruction and training where necessary about the fire precautions within the building.

A Fire Risk Assessment was originally conducted by Ian Bonner (a fire safety professional) and Alan White (Village Hall Trustee) on 19th March 2013. The next assessment was conducted by Alan White and Michael Short (both Trustees) on 13th October 2015. The latest was conducted 31st January 2019 by Ruth Fisher and Sarah Beale (both Trustees)

The 2019 review identified actions to reduce risk and the following work is to subsequently be carried out:

Provide fire procedure notices adjacent to each emergency exit

PAT test electrical equipment

Update fire procedures guide given to user groups

Description of Premises

A plan of the premises is included in Appendix 1. The building consists of a ground floor containing the main hall and stage. At the front of the building is the main entrance lobby, toilets and a store room. There are additional storage areas on the stage. At the rear of the building there is a kitchen and rear lobby with a toilet and room used to store cleaning materials.

At the front of the building there is an upstairs committee room. At the rear of the building under the stage there are 3 storage rooms.

Fire exit routes are provided with emergency lighting and emergency exit signs. Final exit doors are provided with suitable door furniture.

Fire extinguishers. suitable fire fighting equipment is provided throughout building.

Use of Premises

The hall owned by the Parish Council and is leased by the Village Hall Management Committee who manage the hall on a day to day basis. Stoke Golding Village Hall is a registered charity whose purpose is to provide a venue for use by the residents of Stoke

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Golding. The management committee hire the village hall to user groups and individuals. The major use of the hall is by regular user groups both not for profit community organisations and businesses. The upstairs committee room although rarely used does now see more regular use. The Management Committee stage a number of live performances each year.

The Management Committee hold a Premises Licence for entertainment but this does not cover the sale of alcohol.

Risk Assessment

The risk assessment process looked at:

- Hazards - by reviewing on a room by room basis sources of ignition and fuel (mostly stored items)
- Identify people at risk - who is vulnerable
- Mitigation - by physically checking fire exits, signage, emergency lighting, smoke alarms. Routine checking of these was a recommendation of the 2013 inspection and during the assessment the recorded log of these inspections was checked. This was checked again 31st January 2019.

The following main risks were identified during the inspection. Generally users of the main hall were considered to be at low risk.

Sources of Ignition	Control
Gas appliances.	The gas appliances to be inspected and serviced in accordance with relevant legislation. Use of cooking appliances only by authorised persons or with suitable supervision.
Electrical Installation.	The electrical installation to be inspected in accordance with relevant legislation. A Periodic Inspection (Report) should be carried out every 5 years. The last inspection and test was carried out in October 2014 and all the recommendations from this report have been implemented. This should be repeated in October 2019. A visual assessment of the electrical installation was carried out as part of this review.
Smoking.	No smoking is permitted anywhere in the building as stated in the Conditions of Hire. Suitable notices are displayed at prominent positions and a clause is included in the Conditions of Hire
Naked flames.	Naked flames are only allowed when explicitly authorised by the Management Committee. Naked flames are to be supervised by the authorised users at all times.
Arson.	The Hall is of brick construction a with pitched felted roofed stand alone building. All groups using the village hall are given a copy of Stoke Golding Village Hall User Guide. The guide details the procedure for securing the hall when leaving.

Sources of Fuel.

Items stored in basement. The basement storage rooms have wall mounted light fittings above the storage. These fittings are covered and storage kept clear from them.

People at risk

Occupants of committee room as escape routes are more limited. A smoke alarm system implemented in 2014 will give

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advance warning of fire in the main hall. The windows in the committee room have been changed to allow emergency escape from the room.

Occupants of main hall when at maximum occupation.

Evaluate, remove, reduce and protect from risk

Risk	Controls
<p><u>Maximum safe occupants</u></p>	<p>Main Hall When the main hall is used for “staged” events or other potentially full capacity events, suitable safe maximum capacities are to be imposed. An example of a seated audience for an on stage choral event is given below.</p> <p>Main Hall Occupancy factor for “theatre style” seating - ½ m² per person. Floor area of main hall: 8 x 15m = 120 m². Therefore, maximum safe occupancy 240 persons. Evacuation Capacity: The existing emergency exits from the main hall can evacuate up to 400 people in 2.5 minutes when the main exit is compromised by fire, so evacuation capacity is not a limiting factor for occupancy. Stage Occupancy factor for standing – 1/3 m² per person. Floor area of stage: 6 x 4m = 24m². Therefore, maximum safe occupancy of stage area potentially 72 persons. With only one emergency exit designated from the stage, occupancy restricted to 60 persons.</p> <p>Committee Room The committee room is approx 20 m². For seated use the space required is 1m² per person giving a maximum occupancy of 20 persons.</p>
<p><u>Fire caused by stored items</u></p>	<p>The only source of ignition in the store rooms are light fittings. All light s are of the bulkhead type, and are fitted with covers. . At the time of the inspection there were not stored items near to the lights.</p>

Record, Plan, Inform, Instruct, Train

The following inspections and tests should be carried out and recorded:

1. Emergency lighting to be tested monthly
2. Fire extinguishers to be serviced annually
3. Smoke detectors to be tested on a monthly basis

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Fire precautions within the hall and the responsibilities of hirers will continue to be communicated through the “Conditions of Hire” and “User Guide” which are given to all hirers of the hall.

Summary of Recommendations

Action	Importance	Target Date
1 Pat test electrical items	Med	April 2019
2 Fire procedure guide for hall user	Med	April 2019

3 Fire action stickers next to fire exits _____ Med Done Jan 2019

Review

Assessment date: 31st January 2019
Assessors: Ruth Fisher- Trustee
Sarah Beale - Trustee
Suggested review date: January 2021

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Appendix 1 - Building Plan and Fire Precautions

