

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 latest assessment was conducted on 23rd March 2022 by Sarah Beale and Ruth Fisher (both Trustees).

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 Golding. The Management Committee hires 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 is rarely used.

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

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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 23rd March 2022

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 were carried out in November 2019 and all the recommendations from this report have been implemented. This should be repeated in November 2024.
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 stand-alone building of brick construction with a pitched felted roof. 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 of them.

People at risk

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

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Evaluate, remove, reduce and protect from risk

Risk	Controls
<u>Maximum safe occupants</u>	<p>Main Hall</p> <p>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.</p> <p>Floor area of main hall: 8 x 15m = 120 m².</p> <p>Therefore, maximum safe occupancy 240 persons.</p> <p>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.</p> <p>Stage Occupancy factor for standing – 1/3 m² per person.</p> <p>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</p> <p>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>
<u>Fire caused by stored items</u>	<p>The only source of ignition in the store rooms is light fittings. All lights are of the bulkhead type, and are fitted with covers. At the time of the inspection there were no stored items near the lights.</p>

Record, Plan, Inform, Instruct, Train

The following inspections and tests should be carried out and recorded in a log book in the kitchen:

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

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.

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Summary of Recommendations

Action	Importance	Target Date
Update Appendix 1 – Building Plan and Fire Precautions	Med	April 2022

Review

Assessment date: 23rd March 2022
Assessors: Ruth Fisher- Trustee
Sarah Beale - Trustee
Suggested review date: February 2023

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