

EARSWICK VILLAGE HALL

FIRE RISK ASSESSMENT



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Fire Risk Assessment

Introduction

The Regulatory Reform (Fire safety) Order 2005, requires that any person who has some level of control of 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 to Earswick 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

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.

Description of Premises

Earswick Village Hall is a brick-built single-storey community building situated on Earswick Chase adjacent to the Public Open Space. The Hall is wholly owned and managed by the Parish Council.

The facilities comprises the Main Hall, one small entrance hall, catering kitchen with a serving hatch and separate men's, women's, and disabled toilets as well as two storage cupboards, one located in the Main Hall and the other in the entrance hall.

Internal doors are fire resistant. Exit doors open outwards. There is one emergency exit leading directly out of the main hall into the car park and another from the small entrance hall. They are clearly lit with emergency lighting

There is a small car park to the front of the main building with space for 25 cars including two disabled spaces. The car park is the designated ASSEMBLY POINT.

The Hall is available to hire for both private and public events.

The Main Hall can hold up to 60 people.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities. A written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Hire Agreement draws the hirers' attention to the health and safety and fire risk obligations that the booking places upon them.

The Hall is a NO SMOKING area. No FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES or IGNITED CANDLES are permitted inside the building. Smoke detectors in various places trigger an alarm in the event of a fire.

Fire extinguishers are located in the entrance hall, kitchen and main hall. They are routinely inspected by Advance Fire Services on a six monthly basis. The Parish Clerk keeps copies of all inspections. Upgrading of the fire alarm and emergency lighting systems were carried out on the 2nd June 2021.

Principal Users of the Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to, local elections, a monthly coffee morning, parish council meetings, exercise classes, childrens' drama classes and charity fund raisers.

The Parish Council ensures all new users and hirers of the hall are aware of the exit routes, the location of emergency equipment and the layout of the Hall prior to every new use of the hall. A building plan is available on the noticeboard in the main Hall.

The Parish Council encourages all users of the Hall to carry out their own Risk Assessments highlighting the areas that appertain to their own group of users and their activities.

1. Fire Hazards: Sources of Ignition, Fuel and Oxygen

The main sources of ignition are the various items of electrical equipment located in the kitchen e.g cooker, microwave, fridge, water boiler. There is also a gas combi-boiler mounted on the wall.

Other sources of potential ignition are electric sockets, portable appliances (brought in by the hall users) and the lighting located throughout all the hall areas.

Potential sources of fuel are the chair coverings and hall curtains.

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

2. People at Risk

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

Staff: The Parish Council has a contract with a part-time cleaner (Mondays and Fridays), who has a key to the building and is generally on his own when working.

Trades People: The Parish Council uses local trades people on both an ad-hoc and scheduled basis for the purpose of cleaning, safety checks and building maintenance. All Parish Councillors have their own key. Local trades people are always accompanied on site by one or more Councillors.

Hall Users: These will generally be familiar with the layout and its emergency exit routes. Those who are not will find the building and simple layout easy to navigate and assimilate. The Main Hall area is open plan with one easily identifiable fire exit which is fitted with a push-bar release. Emergency lighting is situated over the fire exits and around the Hall, and this is tested regularly. The exits all give a direct, unhindered route of exit into the car park area.

Disabled Persons: At a typical function it is possible for a limited number of disabled persons to be present. It is the responsibility of the Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. Exit doors are on a slightly raised level from the car park surface, which is of tarmac construction. There are small ramps available to assist wheelchair users.

Children: It is the responsibility of the hirers and parents to ensure all children are supervised and that they are given adequate assistance in the event of an evacuation.

Other Members of the Public (who are not using the Hall): Members of the public may walk past the front of the Hall or across the car park.

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 electrical equipment located in the kitchen. Combustible materials are kept away from these sources and equipment and heating units are regularly serviced and maintained in a good state of repair. Elsewhere, electric sockets and lighting are well maintained and portable appliances 'PAT' tested where appropriate.

3.2 The risk to people

The Village Hall is a single-storey building and in the event of a fire starting and spreading from the main sources of ignition i.e. the kitchen or main hall the main entrance hall, the main hall, disabled and other toilets are all at ground floor level and as such are readily open to the two external fire doors, which are clearly signed and lit by emergency lighting.

3.3 Remove/reduction of the hazards

The identified potential hazards comprise the range of electrical equipment contained in the kitchen. As these are an essential part of the facilities available to the users of the hall removal would not be in the best interests of the village hall or its users. The potential hazards can and are reduced as far as possible through regular maintenance, inspection and servicing.

Earswick Village Hall operates a No Smoking policy in all areas of the building and no fireworks, portable gas appliances, flammable substances or ignited candles are permitted inside the building.

Elsewhere flammable materials are limited to curtains and seat coverings and are generally kept away from potential hazards.

3.4 Remove/reduction of the risks to people

The fire risk to people has been minimized as far as reasonably practical.

Adequate fire escape signs are in place as is emergency lighting (replaced June 2021) and signage to assist people in the event of fire and to allow them to escape safely.

A fire extinguisher and fire blanket, with instructions, are located in the kitchen. Additional fire extinguishers are located in the entrance hall/fire exit and in the main

hall next to the fire exit.

There are two main fire escape routes available and are readily available from all parts of the hall. Both are independent of each other. The escape routes are the main entrance and an external fire door located at the far end of the main hall.

Escape routes are always kept clear of obstruction and both fire doors lead directly to the outside and provide open space for safe and easy evacuation of the hall.

Escape routes and fire exits are indicated by appropriate signs. Fire extinguishers have operating instructions clearly displayed.

All hirers of the hall are given instruction by a member of the Parish Council as to the location of the fire exits and fire extinguishers and the evacuation procedure prior to any new booking of the hall.

All hirers are provided with a copy of the Terms of Hire that requires the hirer to undertake to:

- Ensure that the Emergency exit doors are kept clear and closed whilst events are in progress
- Familiarise themselves with the fire exits and positioning of fire fighting equipment, alarm boxes and the evacuation procedure
- Ensure that all attendees at every session are made aware of the evacuation process including the location of the fire exits and the assembly point.

A copy of the Evacuation Procedure in case of fire is also included with the Terms of Hire

Details of the Evacuation Procedure in case of fire are located on the noticeboard immediately in front of the main entrance door and at other locations within the hall.

A Plan of the Village Hall indicating the Emergency Exits is also located on the noticeboard.

3.5 Installation, testing and maintenance

All fire prevention and fire fighting equipment is maintained in effective working order through periodic servicing and maintenance by Advance Fire Services.

The fire alarm system is checked on a regular basis and a record kept.

Sources of risk are also checked on a regular basis and at the time of any new booking.

Regular visual checks are made of the water boiler, cooker, fridge, fire doors, lights and microwave.

The combi gas boiler located on the wall in the kitchen is serviced on an annual basis by a qualified plumber.

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 this report.

4.2 Conditions of Hire

As stated previously all hirers are provided with a copy of the Terms of Hire that requires the hirer to undertake to:

- Ensure that the Emergency exit doors are kept clear and closed whilst events are in progress
- Familiarise themselves with the fire exits and positioning of fire fighting equipment, alarm boxes and the evacuation procedure
- Ensure that all attendees at every session are made aware of the evacuation process including the location of the fire exits and the assembly point.

A copy of the Evacuation Procedure in case of fire is also included with the Terms of Hire.

4.3 Emergency Plan

The village hall is a simple layout with clear, well-signed fire escapes and fire extinguishers.

Copies of the evacuation procedure are displayed prominently throughout the hall.

Terms of Hire clearly set out the responsibilities of the hirers to ensure that members of the public attending their events can be safely and quickly evacuated from the building in case of fire.

4.4 Train

All new Parish Councillors are to receive training in the Fire Safety Procedures for Earswick Village Hall on their appointment.

All new Hirers of the Earswick Village Hall are to receive training on the Fire Safety Procedures no later than the start of their first booking.

All Parish Councillors and Hirers of Earswick Village Hall are to receive annual refresher training in the Fire Safety Procedures

Training to include:

Awareness of Fire Risk Assessment (Councillors only)

Evacuation Procedure

Location of Fire Alarms

Location of Fire Extinguishers/Fire Blanket

Location of Fire Exits

Location of Assembly Area

A log will be kept of all training given.

5. Review

This fire risk assessment has been carried out for Earswick Village hall having given due regard to the Government's "Fire Safety Risk Assessment- Small/Medium Assembly Paper".

The assessment will be kept under regular review particularly with regard to any potential new risks and the need to keep them under control and to ensure that the fire precautions outlined in this assessment are still working effectively.

Earswick Village Hall Fire Risk Assessment Table

Location	Sources of Ignition	Fire Fighting and Equipment	Escape Routes	Emergency Lighting, Signs and Notices
Main Entrance	Electric Lights	Extinguisher in hall next to Front door.	Via main door or Fire Exit in main hall	Location of fire doors/emergency exit signs over Front entrance
Main Hall	Electric sockets and lighting. Chairs, curtains	Extinguisher in main hall located next to Fire exit door.	Via main door or Fire exit located at end of main hall	Location of fire doors/emergency exit signs Emergency lighting throughout main hall
Kitchen	Electric cooker, fridge, microwave, water boiler, kettle, gas boiler	Fire blanket and fire extinguisher	Via main door fire exit or fire exit in main hall or via serving hatch if exit via kitchen door not possible	Main switches for cooker and water boiler clearly marked. Meter tap located outside of the hall together with main switch for electricity
Toilets	Electric lighting	Fire extinguisher in entrance hall	Via emergency fire exits located in front entrance or main hall	Fire Exit signs from toilets clearly marked

Evacuation Procedure

FIRE!

In the event of a Fire

DIAL 999

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 at the ASSEMBLY POINT – the **car park in front of the village hall.**

A Roll Call should be taken.

NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.

There is no public telephone in Earswick.

If you have a mobile phone, **Dial 112** and give this address:
Earswick Village Hall, Earswick Chase, Earswick, York YO32 9FY.

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.

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 from their last known position.

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.

If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 01904 767767 (Chairman) or 01904 766024 (Parish Clerk).

NOTE: All incidents no matter how small have to be reported to the Parish Clerk

Plan of Earswick Village Hall