

# KETTLESING MILLENNIUM VILLAGE HALL: FIRE SAFETY RISK ASSESSMENT

## Description of Premises

Kettlesing Millennium Village Hall is a stone built single-story community building situated in the village of Kettlesing on Crag Lane. The Hall is a registered charity and is run by a Management Committee of local volunteers. The committee consists of representatives from user groups and elected members of the public, and its members are all Managing Trustees of the Charity.

The building comprises an entrance hall, separate men's, women's and disabled toilets, a small storage room for the vacuum cleaner, brush, mops & bucket, a meeting room, a kitchen (with one serving hatch) a main hall, a bar with serving hatch and a large storage room for tables, chairs, patio furniture, ladders, school equipment etc. This storage room leads to the bar store room & the boiler room.

The hall is a non-smoking establishment.

There is a car park to the front of the building, with space for approximately 50 cars (plus 2 disabled spaces). There are emergency exits leading directly out of the building from the sitting out area, the main hall and meeting room. The premises meet all the requirements of the current Disability act and is licensed to sell alcohol and has an entertainment license. The area to the front has a wide lawned area & the side and rear of the building is mainly laid to grass, with a paved drive for vehicle access.

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 Booking Form and Rules of Hire draw the hirers' attention to the health and safety and licensing obligations that the Booking places upon them. Hirers are expected to provide attendants to meet the requirements of licensing conditions.

## Principle Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to, wedding receptions, anniversary parties, dances, private parties, seminars, dog classes, Parish Council meetings, plays, musical concerts, summer fêtes and charity fund raisers.

**The Village Hall Management Committee will encourage 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.**

This Fire Risk Assessment has been done by the Village Hall Management Committee to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

The 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 and is also on the Notice Board.

## People at Risk of Fire

It is the responsibility of hirers to ensure the hall is securely locked after use, so the building should never be left open and unoccupied.

**Staff:** The Village Hall Committee employs 3 members of staff.

**Hall Users:** These will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has easily illuminated identifiable fire exits on 3 sides. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There are two sets of double-fire doors together with a single fire door in the main hall that exit directly outside and are fitted with push-bar releases.

**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. All emergency exit doors are on a level with the paths outside, which are either concrete or paved, so there are no barriers to wheel chairs.

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**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. Primary hall users such as children's parties & the school, who use the hall regularly, 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 walk past the hall on their way to the top car park and the road.

## Fire Safety Consultations and Document References

This document is based on recommendations in 'Fire Safety Risk Assessments for small and medium places of assembly', published in 2006 by the Department for Communities and Local Government.

Fire safety concerns were raised by North Yorkshire Fire & Rescue Service by M/S Emma Watson stating that a suitable fire alarm be provided. A fire alarm system has now been installed and was up-graded as of 14<sup>th</sup> June 2017.

### Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrics 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, ceiling tiles).	Open to the air
Kerosene oil leak in mains supply to boiler	Any combustible materials close to the boiler	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. electric hob, oven, fridge, hot water boiler, microwave)	The appliance 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 the grill. Food burning in the oven or on the hob.	Open to the air
Faulty stage lighting system	The lighting equipment itself, the ceiling panels and tiles around it.	Open to the air
Children playing with matches or other combustibles	Any combustible material close to where the children are playing, including children's clothes and hair.	Open to the air
Arson	Could be any source	Open to the air

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### Control Measures

Fire Hazard	Likelihood 1-low 5-high	Risk to people from fire hazard	Measures to avoid or reduce:	
			The Hazard	Risk to People
Fire inside the hall	3	Smoke inhalation. Burns. Death.	Ensure sufficient and correct fire fighting equipment is available and that a qualified practitioner inspects it at least once per year. 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. Ensure suitable fire detection equipment is installed and maintained. The Management Committee will take the advice of the inspection of a fire practitioner to increase, change or move	Ensure hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are. Also ensure the hirers know that they must organize a fire martial to check the building has been vacated 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 weekly

			<p>location of the fire detection/fighting equipment as appropriate. A test of continued illumination in event of a power failure will be done quarterly.</p> <p>Ensure that village hall furnishings are made of a non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc.</p> <p>Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)</p>	<p>basis.</p> <p>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 log the results.</p> <p>Ensure a record of key holders and of those hirers (Group names) that have been given temporary access to a key is kept by date and session (times).</p> <p>Users will be made aware of their responsibilities under the Premises License (via the Booking process).</p> <p>Regular User Groups will be advised that they should carry out their own Risk Assessment and that a copy should be lodged with the Management Committee. Whilst the Management Committee will advise and encourage, it cannot be held responsible for a group not carrying out their own Risk Assessment.</p>
Fire on the premises outside the hall.	1	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 at least one fire marshal to ensure the evacuation is coordinated properly and safely.
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the internal electric installation once per year (including all portable electrical appliances and stage lighting system) and the overall power supply to the Village Hall at least once every five years. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable fire fighting equipment is available close to the likely sources of electrical fires.

Kerosene oil leak in mains supply to boiler	1	Death from explosive combustion and associated damage.	Ensure that the heating boiler is maintained at least once per year and that during the inspection the engineer checks the sections of the kerosene inlet pipeline. A safety inspection certificate should be obtained after each service.	
Smoking	3	Smoke inhalation. Burns.	A No Smoking policy will be enforced throughout the premises. No Smoking signs will be strategically placed throughout the building.	
Cooking accidents	3	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker and how to cope with oil fires. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.		Ensure hirers are aware of their responsibility to supervise children while inside the hall.
Arson	1	Smoke inhalation. Burns	Ensure appropriate level of security lighting (sensor operated) is installed and maintained. Ensure hall hirers are aware of their responsibility for the hall during their occupation and take reasonable steps to prevent wilful damage.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

**Fire Assembly Points**

FRONT: The Car Park Centre Light.

Approved by Kettlesey Millennium Village Hall Management Committee 2017

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