



Broadwas Village Hall

Broadwas Village Hall Annual Fire Risk Assessment – April 2023

THE BUILDING

Broadwas Village Hall was opened in 1974 with a small extension to the kitchen added not long after. A more significant extension of the main hall and the addition of a meeting room and a store room was completed in 2021.

The building is single storey brick construction under a tiled and part flat roof of a simple layout consisting of the main hall, meeting room, store room, kitchen and toilets.

ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, requires an assessment to be carried out in most occupied buildings as to the risk to persons in the event of fire. Where more than five people are employed or where any form of licence is in place, the results of the assessment should be written down.

The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances to do so.

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:

- 1 – Identify fire hazards
- 2 – Identify people at risk
- 3 – Evaluate, remove, reduce and protect from risk
- 4 – Record, plan, inform, instruct and train
- 5 – Review

How was the risk assessment performed?

The Chairman followed the guidance in 139 pages of HM Governments' Fire safety risk assessment small medium assembly paper.'

The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

Policy Statement

Our policy is to protect all persons, including volunteers, customers, contractors and members of the public from potential injury and damage which might arise from a fire at our premises.



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We will provide safe and healthy working conditions, equipment and systems of work for all volunteers. We will provide all information, training and supervision required for this purpose.

This Risk Assessment is to be read in accordance with the Fire Safety Policy.

Version 1

Assessment completed April 2023

AGM Approval – June 2023

New Review Date – April 2024

Plans and escape routes are included in the Accident and Evacuation Plan

The following Assessment has been compiled in accordance with:

1. The Regulatory Reform (Fire Safety) Order 2005, which reformed fire safety laws and covers general fire precautions and other fire safety duties

in non-domestic property; and

2. The UK government's '5 Key Steps' checklist to completing a Fire Safety Risk Assessment

Use of the Hall and if any of the users have mobility issues	BVH is run by volunteers many of whom are in their mid to later life, but all are able-bodied. The hall hosts many events that are attended by older persons and many of them will have some form of mobility issues. BVH complies fully with the disability discrimination act 1995 and is fully accessible for people with disabilities who are using the hall, including having door ramped entrance ways/exits to allow easy access for wheelchair users. The hall is often unoccupied but is used multiple times during the week and weekend at regular times. It is not possible to state the maximum number of people who would be in attendance on any particular occasion, other than to say that the hall's maximum allowed capacity is 150, but this capacity is seldom met and the norm would be between 1 to 90 people.
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Fire hazards and Control methods



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Source of ignition	Location	Control Measure	Suitable Y/N	What needs to be done	Action by who
Cooking facilities	Kitchen	The electric cooker and its ceramic hob have no flame for ignition of materials Very limited use of oil-based cooking products and the cooker is always supervised. Nevertheless, an approved Fire Blanket is kept within easy reach should it be required	Y		
Heaters	Main Hall Meeting room	Main Hall heating is by a directional blown air unit positioned high on an end wall and which is located away from any combustible materials. A dust filter on top of this unit is cleaned quarterly by the Hall's maintenance team. Wall electrical heaters are low on the wall and is located shortly below combustible material (curtains). Wall heaters do not have protective cages on them and do emit hot air and heat the subsequent metal grid on the top of the heater.	Y N	We need to remove the electric wall heaters	Committee to review and vote



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Fixed electrical equipment	All rooms	Fixed electrical installations are inspected every 5 years by a qualified electrician who undertakes all electrical work, other than some changing of bulbs. Child safety devices fitted to all sockets with adequate power sockets, trailing leads across floorspace are rarely used and only permitted for a specific purpose and short duration. All hirers are advised of the dangers and must sign to confirm they have read and will conform to the terms of HVH Fire Safety Risk Assessment.	Y	5-year inspection took place in 2021 by a qualified electrician.	
Lighting equipment	All rooms	All lights are ceiling fixed and not in proximity to combustible materials.	Y		
Smoking materials	All rooms	As an enclosed premises that are open to the public, the whole of BVH is a no -smoking area and signage is displayed accordingly.	Y		
Arson		Volunteers are on duty at Hall-run events and Hirers are required to acceptance terms of hire. There is no waste collection from BVH so no external bins holding combustible materials. All rubbish is taken away by volunteers Building is always locked and secured when not in use There is no letter box giving access to the building			



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