



MARCHINGTON VILLAGE HALL

FIRE RISK ASSESSMENT DOCUMENT

Summary

The trustees of **Marchington Village Hall** have conducted a fire risk assessment, detailing the possible risks and mitigations. As a result we have satisfied ourselves that risk of fire is fairly low, and risk of damage or injury is low.

Description of premises

Marchington Village Hall is a brick-built building situated on the High Street in Marchington Village. It meets all current building regulations regarding disabled access and fire safety.

The building consists of an entrance lobby with access to male, female and disabled toilets, the main hall, kitchen, and small lounge, raised stage and conference room with another small kitchen.

All internal doors are fire resistant and there are three emergency exits with illuminated signs. The hall is heated using a gas boiler and various appliances use electricity.

The main hall has capacity for approximately 95 people seated or 170 standing.

The “John Ellwood” lounge has capacity for 20 people seated and the Conference room has the capacity for 30 people seated.

All parts are available for hire individually.

There is a car park with capacity for approximately 12 cars.

Principal uses of the hall

Marchington Village Hall is hired by a range of organisations and private individuals for a wide range of activities, some of which are licensable. A written agreement between the hall and hirer forms the basis of the hiring arrangement.

The booking form and conditions of hire draw the hirers’ attention to the Health and Safety and licensing obligations that the booking places upon them.

Marchington Village Hall holds a licence for the sale of alcohol. Private hirers are responsible for meeting the obligations of the licence and must seek permission from the trustees to serve or sell alcohol.

The trustees encourage all users of the hall to carry out their own Fire Risk Assessment, highlighting areas that pertain to their own group or activities.

The trustees encourage hirers to familiarise themselves with the exit routes, firefighting equipment, and the plan of the hall, detailing the fire equipment, escape routes and assembly point. The plan is situated in the entrance hall.

There is a trustee present during a booked event only when it is agreed necessary.

It is the responsibility of the hirer to ensure the hall is securely locked after use.

People at risk

- Staff: the hall has a part-time cleaner and a handyman who have a key to the building and generally work alone
- Tradespeople: the trustees employ local tradespeople for the purposes of safety checks and building maintenance. Access to keys is given as necessary
- Hall users: regular users are familiar with the hall and those who are not find the layout easy to navigate. All areas have clear Fire Exit doors with emergency lighting over each exit.
- Disabled people: at a typical function there may be a number of disabled people. It is the responsibility of hall hirers to ensure disabled people are given adequate assistance in the event of an evacuation. Most emergency exit doors are on a level or have ramps outside so there are no barriers to wheelchairs.
- 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.
- Other members of the public (not using the hall): Members of the public may walk past the Hall or park at their own risk.

The hirer is deemed the responsible person and is designated as the person in charge of the hall during the hire period.

Identified possible causes of fire

1. Main power supply fault
2. Gas boiler fault
3. Electrical appliance fault
4. Kitchen equipment fault
5. Cooking accidents
6. Waste (accidental ignition)
7. Stage lighting system fault
8. Stage scenery and props
9. Deliberate ignition

Control measures

The control measures taken by the trustees are:

- All areas of the hall are 'No Smoking'
- No fireworks, flammable substances, naked flames, or smoke machines are permitted within the hall
- Fire extinguishers are situated in all areas and are inspected and certified annually
- The hall is equipped with smoke and heat detectors and this system is inspected annually with fire alarms tested regularly in between inspections
- Advice of the inspection practitioner to increase, change or move locations of the firefighting equipment is followed
- The trustees test the ease of access to and through the escape routes to the assembly point at least once a year and this is recorded
- The gas boiler is serviced and checked every year
- Security lighting is provided
- Waste bins are emptied after each hiring as appropriate
- All regular user groups are advised to carry out their own Fire Risk Assessment.

While the trustees can advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

FIRE

1. No matter how small the fire, call 999 and ask for fire assistance
2. The responsible person (see above) must instruct everyone to leave the building using the nearest emergency exit and muster at the Assembly Point (Drive of St Peter's School)
3. A roll call should be taken
4. The responsible person should ensure that once **Marchington Village Hall** has been evacuated, no one re-enters the building under any circumstances
5. On the arrival of the fire brigade, the responsible person should report to the Officer in Charge, confirm that a Roll Call has taken place and that all persons are safe or should inform him/her of anyone who is missing.
6. Only attempt to extinguish the outbreak of fire using fire extinguishers if it is safe to do so. If in any doubt get out of the building
7. Report the incident to one of the Trustees listed below:

a. Andrew Mann 01283 820979

b.

c.

Address:

Marchington Village Hall

The Square

Marchington

ST14 8LF