



# **ROTHERFIELD VILLAGE HALL**

## **FIRE RISK ASSESSMENT**

**September 2016**

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### **1. Introduction**

- 1.1 The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.
- 1.2 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, therefore, to Rotherfield Village Hall.
- 1.3 For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is the Rotherfield Village hall Management Committee who from time to time appoint one or more 'competent' persons to undertake the risk assessment. This assessment (September 2016) has been carried out following the assessment carried out in February 2014.
- 1.4 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 five steps that should 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
- 1.5 The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the village hall, namely:
  1. Main entrance and foyer
  2. Main hall

3. Kitchen
4. Bar
5. Disabled toilet
6. Main corridor
7. The Lingen - Watson Room
8. Stage
9. Stage store room
10. Cellar store
11. Hall store room
12. Parish Council room
13. Toilets

1.6 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.

1.7 The findings of this assessment are contained in the table at the end of the document and the key points discussed in the following paragraphs.

## **2. Fire Hazards: Sources of Ignition, Fuel and Oxygen**

2.1 The main sources of ignition are the various items of electrical equipment located in the kitchen and bar eg cooker, oven, dishwasher, microwave, fridges, water heaters, and plate warmer together with audio-visual equipment used in the Lingen-Watson room and the Parish Council room. There are gas boilers in the understage cellar with associated controls. Since the previous assessment the gas boilers have been removed from the bar and from the ladies and disabled toilets.

2.2 Elsewhere, the main sources of ignition are electric sockets and lighting located throughout all the hall areas. In addition, the Rotherfield Players install a large amount of overhead lighting and other electrical equipment in the main hall and on the stage when productions are being staged.

- 2.3 The principal sources of fuel are concentrated in the understage cellar and include paint and varnishes housed in a metal cupboard, together with stage scenery and wood, plastics etc utilised by Rotherfield Players in their productions.
- 2.4 Elsewhere, the main sources of fuel are the upholstered seating, stage curtains and various other curtains at each of the main windows as well as the wooden stage itself.
- 2.5 The main source of oxygen is the natural airflow through, doors, windows and other openings. This natural airflow is sometimes supplemented by mechanical means when the Vent-Axia system is used.

### **3. People at Risk**

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

- Hirers
- The Village Hall Management Committee
- The Parish Council
- Local organisations
- Contractors
- Cleaners
- Visitors
- Hirers, contractors and visitors who are unfamiliar with the hall layout
- Children
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

### **4. Evaluate, remove, reduce and protect from risk**

#### *The risk of fire occurring*

- 4.1 It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen and bar, and gas boilers in the understage cellar. Combustible materials are kept away from these sources and all equipment and boilers are regularly serviced and maintained in a good state of repair.
- 4.2 Elsewhere, electric sockets and lighting are well maintained and when the Rotherfield Players install a large amount of overhead lighting and other electrical equipment when

productions are being staged, a competent electrician is available to ensure their safe installation and operation.

*The risk to people*

- 4.3 An evaluation has been carried out of the actual risk to people identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition ie kitchen, bar and understage cellar.
- 4.4 The main entrance/foyer, the main hall, kitchen, bar, disabled toilet and stage store room are all at ground floor level and are open to the various escape routes available. The elevated stage has its own means of escape via an external fire door and the adjoining Lingen - Watson Room is accessible to the main escape route available to the ground floor areas as well as to the stage at the same level.
- 4.5 The understage cellar is a relatively confined space and the only escape route is via the stairs to the main hall from where access is available to the main escape routes.

*Removal/reduction of the hazards*

- 4.6 The identified potential hazards comprise the range of electrical equipment contained in the kitchen and bar which are an essential part of the facilities available to the users of the village hall. Removal would not be in the best interests of the village hall or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing, and replacement.
- 4.7 Similarly, the boilers understage are essential for the comfort and well-being of users of the hall. Their potential hazards are minimised through regular servicing. The boilers in the understage cellar meet the latest safety requirements.
- 4.8 The paint and varnishes understage are housed in a metal cupboard to avoid accidental ignition. Stage scenery, wood and plastics stored by Rotherfield Players represent a potential hazard and they are encouraged to reduce these to the minimum practical and to be kept tidy and confined to a specific area.
- 4.9 The village hall operates a No Smoking policy in all areas of the building.

4.10 Elsewhere flammable materials are limited to curtains, tables and seating, and generally are kept away from potential hazards. Similarly, mats and various sports and leisure equipment used by local groups are kept secure within the small store room off the main hall where potential fire risks are very low.

*Removal/reduction of the risks to people*

4.11 The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.

4.12 A fire alarm system is in place incorporating an alarm bell and manually operated 'break glass' points which are located in the main entrance/foyer, in the main hall and in the main corridor escape route.

4.13 Fire extinguishers for particular types of fire are situated in the main entrance/foyer, main hall, kitchen, bar and on the stage as detailed in the accompanying table. These are regularly inspected and the Certificate of Inspection is displayed in the main entrance/foyer. A fire blanket is located in the kitchen.

4.14 There are four main escape routes available at ground floor level and are readily accessible from all parts of the building. All are independent of each other with emergency escape lighting. New emergency escape lighting was installed during 2013 which is permanently on at all times. The main escape routes are (1) via the main entrance (2) via an external fire door off the main hall (3) via the main corridor linking the kitchen, bar, disabled toilet, store room and The Lingen - Watson Room to an external fire door (4) an external door is also available in the kitchen. In addition, an escape route is available from the elevated stage via an external fire door.

4.15 Escape routes are all unencumbered and are listed in the accompanying table. All external fire doors lead to the outside car parking areas that provide open space for safe and easy clearance of the hall.

4.16 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table. Fire exit signs are included on emergency lighting panels throughout the hall as detailed in the accompanying table.

4.17 Notices indicating the location of fire doors and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

*Installation, testing and maintenance*

4.18 All fire prevention and fire fighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also checked on a regular basis.

4.19 Weekly checks are made of water heaters, fridges, emergency lighting, fire doors, lights, dishwasher, safety torch, water boiler and the fire alarm.

4.20 An annual check is made of the fire extinguishers, and a certificate of inspection obtained. The electrical system is also checked on an annual basis and a safety certificate obtained. The gas boilers are serviced on an annual basis.

*Conditions of Hire*

4.21 The conditions of hire of the village hall state that fire and other exits must not be obstructed. The conditions of hire are shown on the Village Hall web-site.

4.22 For theatrical and entertainment events particular health and safety procedures apply and an appointed person is responsible for fire safety and emergency evacuation.

**5. Record, Plan, Inform, Instruct and Train**

*Significant findings and action taken*

5.1 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.

5.2 A plan showing the general fire safety measures is included overpage.

Rotherfield Village Hall

Fire Escape Door  
Fire Exit Sign  
Emergency Lighting

Fire Escape Doors  
Fire Exit Sign  
Emergency Lighting  
Break Glass Alarm Point

Fire Doors

Fire Extinguisher

Fire Alarm Control System  
Fire Door  
Fire Extinguisher

Fire Exit Sign  
Emergency Lighting  
Break Glass Alarm Point  
Fire Extinguisher

Fire Exit Sign  
Emergency Lighting  
Break Glass Alarm Point

Fire Exit Sign  
Emergency Lighting  
Fire Extinguisher

Fire Door  
Fire Exit Sign  
Emergency Lighting  
Fire Extinguisher

Fire Door

Fire Exit Sign  
Fire Extinguisher

Fire Blanket

Fire Extinguisher

Switch Room

Emergency Lighting

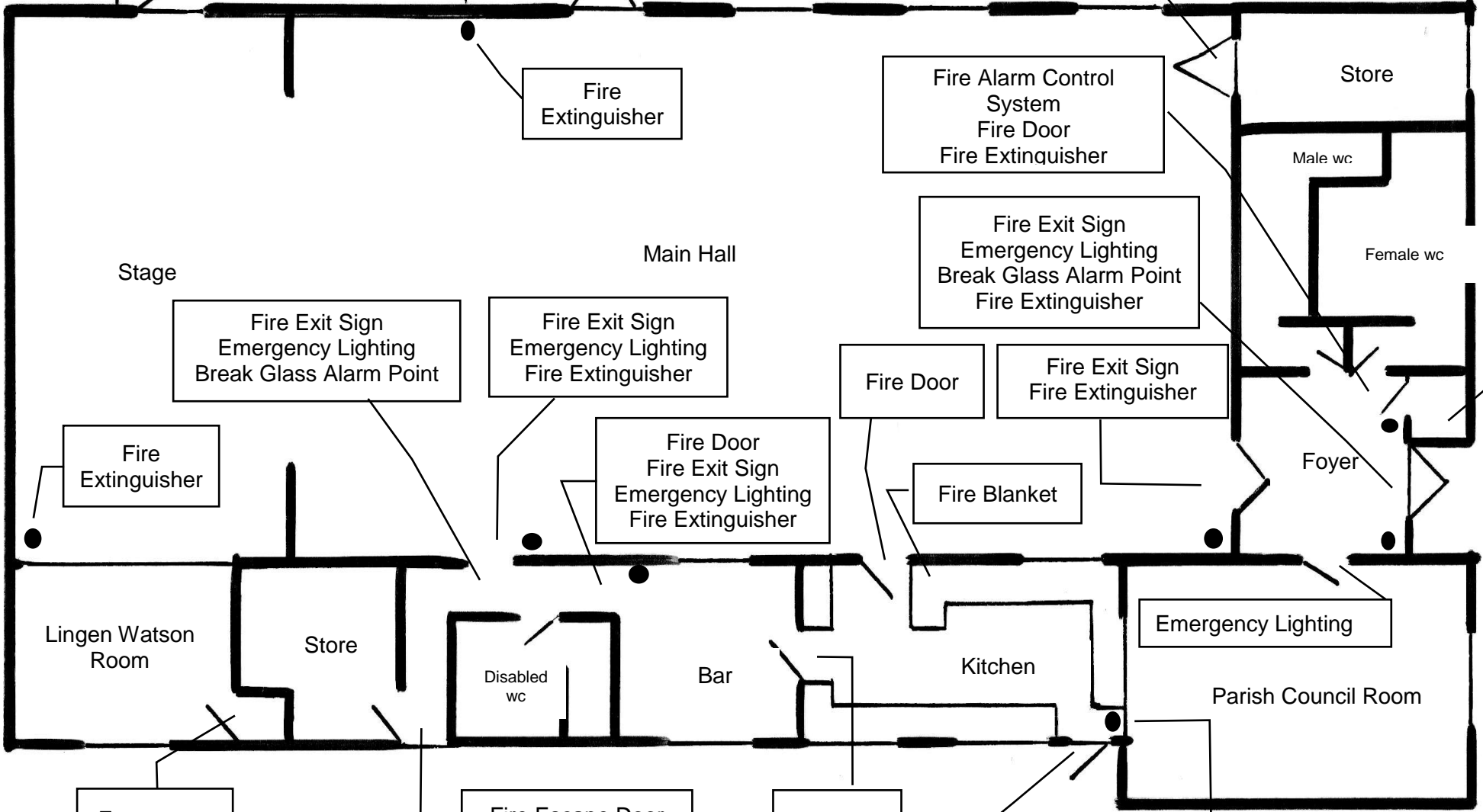
Emergency Lighting

Fire Escape Door  
Fire Exit Sign  
Emergency Lighting

Fire Door

Fire Escape Door

Fire Extinguisher



Not to scale



### *Emergency plan*

- 5.3 The village hall has a relatively simple layout with clear and well signed escape routes. As explained above, the conditions of hire state that fire and other exits must not be obstructed and that illuminated fire exit signs must be on for all public entertainment.
- 5.4 The village hall operates particular health and safety procedures for theatrical and entertainment events covering the appointment of a health and safety officer, preparation for public entry to the event, emergency procedure, performance restrictions, no smoking and notification to the public.

### *Information and instruction*

- 5.5 Copies of the Conditions of Hire and the conditions relating to Theatrical and Entertainment Events are provided to hirers who are required to accept and adhere to them.
- 5.6 Signs indicating the location of fire doors and fire extinguishers are posted at various prominent and visible points throughout the village hall.
- 5.7 Fire safety advice is given to the hall cleaners and contractors.

## **6. Review**

- 6.1 This fire risk assessment has been carried out for the village hall following the introduction of the Regulatory Reform (Fire Safety) Order 2005. 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.

Location	Sources of ignition, fuel and oxygen	Fire detection, fire fighting and precautionary equipment	Escape routes	Emergency lighting, signs and notices
<b>1. Main entrance and foyer</b>	Electric sockets and lighting	Fire alarm point. CO2 extinguisher. Water extinguisher.	Via main door.	Emergency lighting. No Smoking sign. Fire alarm control box
<b>2. Main hall</b>	Electric sockets and lighting. Stage lighting and production equipment (Players). IT equipment. Vent-axia controls. Upholstered seating and curtains.	Fire alarm points. Two water extinguishers.	Via external fire door to car park. Via main entrance. Via side corridor and external fire door to rear car park.	Emergency lighting above fire door, above door to foyer and above entrance to side corridor.  Two No Smoking signs.  Location of fire doors and extinguishers sign.
<b>3. Kitchen</b>	Electric cooker and power supply. Electric sockets and lighting. Dishwasher. Vent-axia. Waterheater. Kettles. Microwave. Fridge. Central heating programmer. Electric oven and power supply.	Fire blanket. CO2 extinguisher. Fire door to main hall.	Via main hall to car park and main entrance. Via back door to car park. Via bar, corridor and external fire door to rear car park.	No Smoking sign.  'Turn off' sign on cooker box.  Location of fire doors and extinguishers sign.

<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, fire fighting and precautionary equipment</b>	<b>Escape routes</b>	<b>Emergency lighting, signs and notices</b>
<b>4. Bar</b>	Fridge. Plate warmer. Waterheater. Electric sockets and lighting. Gas meter in cupboard.	Water extinguisher. Fire door to kitchen. Fire door to corridor.	Via corridor and external fire door to rear car park. Via kitchen to main hall.	Fire Exit sign and emergency lighting above door to corridor.
<b>5. Disabled toilet.</b>	Electric lighting.	None.	Via corridor and external fire door to rear car park.	None.
<b>6. Main corridor</b>	Electric lighting. Curtains.	Fire alarm point.	Via external fire door to car park.	Fire alarm sign. Fire exit sign and emergency lighting above external fire door
<b>7. The Lingen-Watson Room &amp; store room</b>	Electric sockets and lighting. Curtains.	Fire door to ante room.	Via ante room, corridor and external fire door to car park. Via stage and external fire door to car park.	No Smoking sign. Location of fire doors and extinguishers sign.
<b>8. Stage</b>	Electric sockets and lighting. Stage curtains. Audio equipment	Dry powder extinguisher	Via external fire door to car park.	Location of fire doors and extinguishers sign. No Smoking signs (two)

<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, fire fighting and precautionary equipment</b>	<b>Escape routes</b>	<b>Emergency lighting, signs and notices</b>
<b>9. Cellar store</b>	Main boilers and associated controls. Electric sockets and lighting. Storage of paints and varnishes. Storage of wood, plastics and scenery	None.	Via main hall to car park and main entrance.	None.
<b>10. Store room</b>	Electric sockets and lighting.	None.	Via main hall to car park and main entrance.	None.
<b>11. Parish Council room</b>	Electric sockets and lighting. IT equipment. Upholstered seating and curtains.	None.	Via main entrance. Via kitchen, corridor and external fire door to rear car park.	Location of fire doors and extinguishers sign. Emergency lighting.
<b>12. Toilets</b>	Electric lights. Electric handdryers. Vent-axias.	None.	Via main entrance.	None.
<b>13. Switch room</b>	Fire alarm system. Solar panel controls. Power supply & fuse boxes.	None.	Via main entrance.	None.