

# Marnhull Village Hall

## Fire Risk Assessment Policy

### Scope

This document is the Fire Risk Policy together with the Fire Risk Assessments. All users and hirers of Marnhull Village Hall must read and comply with the information in this document.

## Description of Premises

Marnhull Village Hall is a 1950s / 1971 mixed construction, community building situated at the eastern end of the village at the end of a short drive-way off Burton Street next to the playing field.

It meets all current regulations for this type of public building regarding fire hazard and disabled legislation. During 2020 building works were carried to extend and alter the main hall, toilets and storage areas together with fitting PV panels on the roof.

For the purposes of this document and all other Health & Safety documents, all parts of the building as described below are referred to as the Marnhull Village Hall, or just the Building.

The Building comprises one entrance lobby, separate men's, women's and disabled toilets, three storage rooms (for furniture and other equipment) and a separate kitchen (with its own closing serving hatch – not fire resistant), the stage and a plant room, which can only be accessed from the main hall. Also accessible from the main hall, on the north side of the building using a short corridor are the original ladies toilets, an Umpires changing room, the Pavilion which has a small self-contained kitchen area. On either side of the Pavilion are sports changing rooms with toilets, shower and wash hand basin. These are only accessible from the outside.

The Pavilion does not have easy exit crash bars fitted to the main double door.

Most Internal doors are fire-resistant. Exit doors open outwards. The main entrance has a ramp suitable for wheelchair users. The Fire Exit from the Bar area opens onto a small raised area with 4 concrete steps leading to ground level.

Window curtains are made of fire-resistant material.

Cooking is by electric including a microwave oven, the heating and water-heating is by gas backed up with PU panels. The kitchen facility in the Pavilion is all electric.

Both the main hall and Pavilion are available to hire for both private and public events.

All Fire Exits have emergency lighting illuminating these exit points.

The car park to the front and south side of the Building has space for approximately 25 cars (including 3 disabled spaces).

**Three emergency exits** lead out of the main hall of the Building – directly from the main hall, front main lobby and the other from the side access to the bar area. There are two further exits: one on the east side of the Building by the original toilets and one through the Pavilion. Both these exits do not meet the required standard to be classed as Fire Exits, but this is being looked at for a future improvement.

**Emergency exit and routes to them must be kept clear at all times**

The **Fire Exits** are all clearly lit with **emergency lighting signs** – there is emergency lighting covering the main hall.

The designated **ASSEMBLY POINT** is at the car park exit

The Building is a **NO SMOKING** area and this includes the Terrace – signs in place

## **Prevention of Fire**

The Village Hall Committee has appointed a Fire Safety Officer. The purpose of this appointment is to reduce the risk and prevent a fire occurring. The following activities are carried out by the Fire Safety Officer:

Produce the Fire Risk Policy (as part of the overall Risk Assessment)

Precautions to be put in place where necessary and where it is reasonable to do so

Ongoing checks of fire safety equipment, exits and alarms

Ongoing review of this Policy and Fire Risk Assessments

No **FIREWORKS or naked lights, GAS APPLIANCES, FLAMMABLE SUBSTANCES, INGNITED CANDLES or electrical equipment producing heat** are permitted inside the Building. **Smoke detectors** in various places trigger an alarm in the event of fire

**Fire extinguishers** are situated in the main hall, kitchen, bar area, plant room, Pavilion and the corridor to the Pavilion. They are annually inspected. The certificate is held at the registered address. Last inspection 2020.

**Fire Hazard is low, and therefore RISK IS LOW**

**Rational:-**

**Kitchen has no gas appliances and the electric supply has a cut out Fob by the exit**

**The Plant Room is for authorised personnel only**

**This and the electrical apparatus are checked annually by a professional in their field**

**Fire extinguishers are readily to hand throughout the Building and checked annually**

## **Principal Uses of the Village Hall**

The hall is hired by a range of organisations, and private individuals for a wide variety of activities, some of which are licensable. A written agreement, (Terms & Conditions) between the Village Hall and the Hirer forms the basis of the hiring arrangement. These Terms & Conditions draw the hirer's attention to the health and safety and licensing obligations that the Booking places upon them. The Hall holds a license for the sale of alcohol. Private Hirers, are responsible for meeting the obligations of the license, and must seek permission from the Trustees to serve or sell alcohol.

The Trustees require all 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 Policy together with the Fire Risk Assessment have been done by the Trustees to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

**THE HIRER MUST BE, OR NOMINATE A PERSON WHO WILL BE DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD.**

The Responsible Person must ensure to take a note of the name of everyone attending their event. (see Roll Call on page 5).

The Trustees encourage Hirers to make themselves aware of the **exit routes**, the **firefighting equipment** and the **plan of the Hall** detailing the **location of the equipment** together with the **escape routes**. The plan is available to ALL Users and is also displayed on the wall in the foyer of the main entrance and in the Pavilion. They should also be aware of the **assembly point** location.

It is the responsibility of hirers to ensure the Building is securely locked after use, as the Building should never be left open and unoccupied. The main doors are fitted with specialist security locks (which prevent unauthorised keys from being cut), with access to keys being controlled by the Village Hall Secretary. Pavilion Keys – a limited number of keys have been issued and a list obtained

### **People at Risk**

Those at risk in the event of fire are:

- **Staff:** The Village Hall Committee employs a part-time Building Caretaker, who has a key to the building and is generally on her own when working
- **Trades People:** The Trustees employ local Trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Local Trades people who are familiar with the building may gain access to the hall by borrowing a key from the Building Caretaker while others are always escorted by one or more Trustees
- **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 identifiable fire exits on 2 sides. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There is a set of double-fire doors in the main hall that exit directly outside and are fitted with a push-bar release
- **Disabled Persons:** At a typical function there may be a number of disabled persons. It is the responsibility of the hirers to ensure disabled persons are given adequate assistance ( particularly wheel chair users ) in the event of an evacuation. One of the fire exits opens onto a level area, whilst the other fire exit has a ramp outside, which are either tarred or paved, so there are no barriers to wheel chairs
- **Children:** It is the responsibility of hirers to ensure all children within the Building 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)** currently, should not gain access to the Hall for any reason

### **Possible Causes of Fire**

- a. Main power supply fault
- b. Portable electrical appliances fault
- c. Kitchen equipment faults (other than portable electrical appliances)
- d. Cooking accidents
- e. Waste (accidental ignition)
- f. Stage lighting system fault (including dimmer and distribution system)
- g. Soft furnishings – accidental ignition
- h. Stage scenery and props – accidental ignition
- i. Deliberate ignition

### **Control Measures**

The primary and general control measures taken by the Trustees are to ensure that:

- **Sufficient and correct fire-fighting equipment is available** and that a qualified practitioner inspects it at least once per year. A Certificate of Maintenance will be obtained for each inspection. The equipment currently consists of the following: 5 Foam extinguisher's, 2 CO2, extinguisher's, 1 Water extinguisher, a Fire Blanket fitted in the kitchen. Smoke alarms are fitted throughout the building, there are 4 Fire Alarm activation buttons
- The Building is divided into Fire Zones and the Alarm control box is located in the main Foyer, the Fire Alarm is checked weekly together with activation buttons. These checks are recorded
- **If the advice of the inspection practitioner** is to increase, change or move location of the firefighting equipment this advice is followed
- **The location of the fire-fighting equipment**, emergency lighting and escape routes are clearly marked on a Plan that is displayed on the wall by the front entrance and in the Pavilion and is available to all users and staff
- **All Fire Exit doors are checked for illumination**, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. A test of continued illumination in event of a power failure will be done quarterly. A test of the Smoke Alarms will be done quarterly. These checks are to be logged
- **A representative of the The Trustees test** the ease of access to and through the escape routes and to the assembly points at least once per year and log the results

- **Any furnishings** belonging to the Village Hall that are less than one metre from the floor are made of a non-combustible material, or a material that has been Fire Proofed to the standard applicable. This applies to all curtaining on the stage irrespective of distance from the floor level. Storage of combustible material near a source of ignition is not permitted. See Fire Risk Assessment for more detail
- **Security lighting** (sensor operated) is provided and maintained at all the Fire Exits. Lighting in the Car Park has yet to be arranged
- **A record of key holders** is kept. Also a record, by date and session, of those hirers (ie: tutors of regular classes) that have been given temporary access to a key.
- **The waste bins are checked** each time the kitchen is cleaned for any fire hazards (eg: loose, inflammable materials such as paper). Where any loose material is found it will be placed inside the exterior waste bins or removed from site
- **All Village Hall Users will be made aware** of their responsibilities under the Premises License via the Terms & Conditions
- **All Regular User Groups will be advised** that they should carry out their own Fire Risk Assessment. Whilst the Trustees will advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment
- **Diagram of the Village Hall showing the Emergency Exits** Note that the ASSEMBLY POINT is by the exit from the Car park
- The Terms & Conditions of hire of Marnhull Village Hall state that emergency and other exits must not be obstructed. These conditions of hire are shown on the Village Hall web-site.

## **REVIEW**

This Policy together with the fire risk assessment has been carried out for Marnhull Village Hall on behalf of the Village Hall Management Committee, having read the HM Government's' 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.

This Policy, together with the Fire Risk Assessments is also available on the Marnhull Village Hall Website

A plan of Marnhull Village Hall is attached as Appendix 1 and is also available on the Marnhull Village Hall Website

**The emergency evacuation procedure is available as a separate, one page document**

# **FIRE!**

## **In the event of a Fire**

### **DIAL 999 or 112**

1) **The Responsible Person (see page 4) 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 – by the exit to the Car Park**

2) **A Roll Call must be taken**

3) **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone in Marnhull. If you have a mobile phone, **Dial 999/112** and give this address:

**Marnhull Village Hall, Burton Street, Marnhull. Dorset DT10 1PS**

4) 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

5) 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 or injured

6) 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

7) If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call:

Peter McErlain 01258 820118 Facilities Manager or

Graham Renwick 07867 116658 Chair

**NOTE: All incidents no matter how small have to be entered into the Accident Book and reported to the Village Hall Secretary**

All Village Hall Committee Contacts are maintained in the Safety File and available on the Village Hall website.