

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE.

FIRE SAFETY HAZARD/ RISK ASSESSMENT

A safety tour was carried out on the 1st March 2023 by trustee David Jones, Hall Lead Trustee Christine Trotman, Field Lead Trustee David Sibbert and independent member Ian Taylor. The general plan was to review last year's report and report any issues raised.

1. The purpose of the Fire Risk Assessment is to:

- Identify fire hazards.
- Identify people at risk.
- Evaluate, remove, reduce and protect from risk.
- Record, plan, inform, instruct and train.
- Report findings to the Management Committee, secure agreement to any proposed actions and recommend a review process.

2. Hazard/ Risk Assessment were applied to the building itself and the land immediately surrounding the building. It covered potential sources of ignition and inflammable materials, fire detection, fire fighting and precautionary equipment, escape routes, emergency lighting and signs and notices etc.

3. The assessment team visited each part of the hall in turn to identify fire hazards and materials which could ignite or fuel a fire.

FIRE HAZARDS

- Entrance hall – electric circuits, Toilets (2) - water heaters, Xpellairs and frost guard heaters.
- Main Hall - ceiling suspended heaters (x6), large ceiling fans (x2).
- Kitchen - oven, hob, hot water heater, frost guard heaters (2) and Tea Urn (the Tea Urn's electrical cable is secured to the adjacent wall with two clips, thereby keeping cable away from worktop edge. If the screws securing clips are removed then Urn can be removed from kitchen and when returned then cable can be resecured).
- Storeroom - electric meter, vacuum cleaner, floor cleaner.

MATERIALS WHICH COULD IGNITE OR FUEL A FIRE.

- Faulty electrical equipment brought into the hall.
- Book storage in the entrance hall.
- Paper storage in the toilets.
- Curtains in the main hall [fire-proofed].
- Ventilation fans.
- External fencing, wood seating.
- Rubbish bins.
- Outside wooden storage units.
- Smoking, use of candles, lanterns and decorations etc.

4. The assessment team identified those at risk and updated the list below.

PEOPLE AT RISK:

- User groups (frequent users).
- Hirers (occasional individual or group hire).
- Trustees.
- Volunteer cleaners.
- Volunteer maintenance workers.
- Contract workers.
- People attending meetings.
- Young children.
- Children in pushchairs.

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE.

FIRE SAFETY HAZARD/ RISK ASSESSMENT

- Disabled and the elderly.
- People in wheelchair.
- Voters.

5. The assessment team undertook an inspection to evaluate, remove, reduce, identify hazards and protect users and building from risk.

MEANS OF ESCAPE

- Exit doors - Exit doors to and from the main hall are unobstructed, clearly identifiable, fitted with suitable fastenings. The external kitchen door is not designated as an official fire exit and does not have a push-bar. A door key is hung on the wall near the door.
- Emergency exits - All lead as directly as possible to a place of safety (Main Hall/Kitchen).

RECOMMENDATION (from 2020):

- The possibility of fitting an alternative Automatic Door Closer was considered – the existing doors mechanism was adjusted and was found to close sufficiently slow, e.g., so a person with a tray of cups/tea can walk through without being hit by the closing door.

FIRE PROCEDURES

- A Fire Procedures notice is displayed on the notice board in the hall.

ESCAPE LIGHTING

- Escape routes are illuminated in the event of a lighting failure.
- Emergency lighting is tested every week and the results recorded.
- A new solar powered Sensor/ Security light has been fitted to wall opposite to emergency exit to Chapel Lane. Therefore, if emergency door is opened then sensor light will come on.

FIRE WARNING

- Fire Alarm fitted. Smoke alarms fitted in the kitchen, storeroom, main hall (2) and entrance hall. The system is tested and maintained by a fire alarm company annually and the results recorded. The system is tested in house every one to two weeks and the results recorded.

FIRE FIGHTING

- Fire extinguishers are provided in the entrance hall (water) main hall (water) and kitchen (carbon dioxide). They are tested and maintained every 12 months by a contractor and records are kept. Last tested 2021.
- The Fire Procedures Notice indicates they should only be used if persons are familiar with their operation and it is safe to do so.
- A fire blanket is provided in the kitchen.
- The fire brigade has limited access to the premises.

FIRE RISKS

Electric appliances are PAT tested in house annually and the results recorded. Last tested 2022.

ELECTRICAL WIRING

A circuit test will be undertaken every 5 years. Last tested May 2018. A new Electrical Installation Condition report inspection is planned for the morning of the 12th April 2023 by a local electrician.

FIRE LOADING

- 'No Smoking' notices are in place.
- Storage of paint/inflammable cleaning materials.

CHARNEY BASSETT VILLAGE HALL, CHAPEL LANE.

FIRE SAFETY HAZARD/ RISK ASSESSMENT

- Paint etc. is stored in an outside storage facility.
- Use of candles, lanterns and decorations.
- Controls over their use are exerted via the 'Booking Form, Conditions of Hire'.