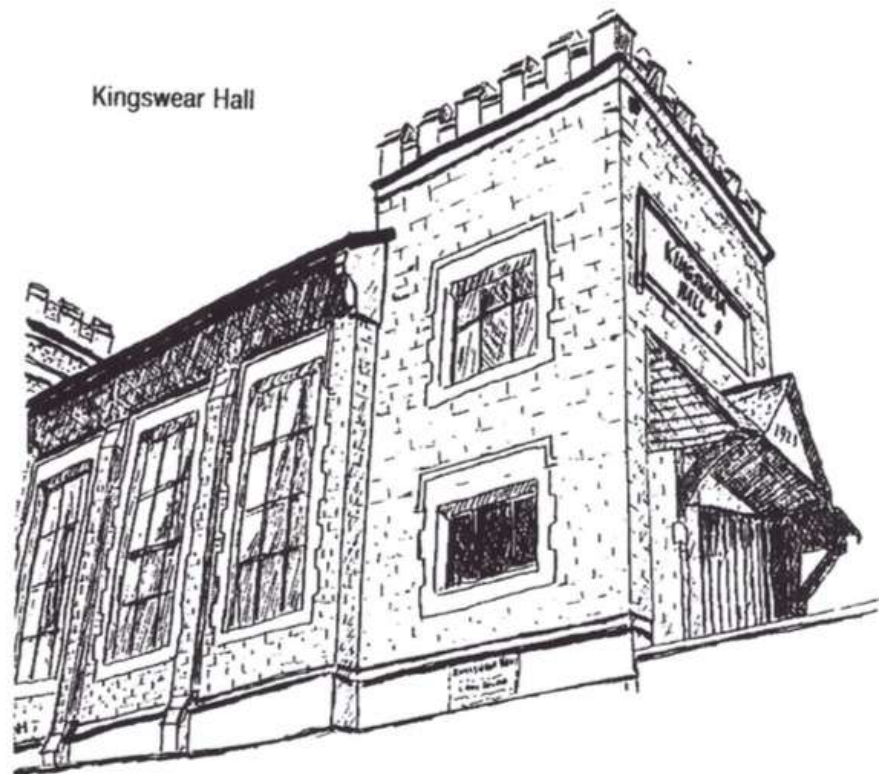


KINGSWEAR VILLAGE HALL

Registered Charity Number

203485

FIRE RISK ASSESSMENT



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General Information

KINGSWEAR VILLAGE HALL was opened to the public on the 12th July 1925 as a gift from Sir and Lady Lennard. Among the first users were the newly formed Kingswear WI and a branch of the Devon County Library. It is a 3-storey building.

The building contains a number of rooms, the principle one being the main hall with stage. Entrance is via steps from Church Hill or the steep incline of Higher Street (suitable for users of wheelchairs to gain access). The double door entrance passes through a small hallway with a kitchen on the left and two toilets on the right; one being for the disabled. Also off the hallway is a narrow stairway to the balcony overlooking the Main Hall, due to the narrow access this has ceased to be available to the public. It is used by the rowing club to house its exercise machines.

Access to the Stage is via steps and a door on the right, through a curtain and then steps on the left. This latter also gives access to an emergency exit through a door with crash bars and down to Fore St. Due to the narrowness of this second exit the legal capacity of the hall has been reduced from 100 to 60 if Alcohol is For Sale, 80 if not. The same exit also leads to a circular staircase that leads to rooms over the stage.

The two rooms over the stage have a separate access via steps from Higher Street and once housed the library. It is now hired out for storage. Off one of the rooms there is access to the loft over the main hall, in which is housed the cold water tank serving the building. The staircase down to the stage below allows occupiers access to the toilet facilities in the main hall and possibly of emergency exit

Below the Main Hall is a second hall, formerly know as the Red Cross Room, now the Lower Hall. Entrance is via Fore St; passing a kitchen, toilet, a room housing a fuel oil tank and a water heater serving radiators in both halls. At the far end of the hall there are two small rooms; one that stores tables and chairs and provides a second emergency exit with crash bars. Due to the better exits, the technical capacity of the lower hall is deemed to be 100 people. The other small room is used for storage of historical documents of the village and the parish council records. A corner of the lower hall is walled off and at one time served as a branch surgery for a local doctor but is now used on a part time basis by a local hairdresser.

1. FIRE RISK ASSESSMENT

- 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 Kingswear Village Hall.
- 1.3 For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is the Kingswear 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 January 2016
- 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:
 - a) Identify fire hazards
 - b) Identify people at risk
 - c) Evaluate, remove, reduce and protect from risk
 - d) Record, plan, inform, instruct and train
 - e) 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:
 - a) Main entrance and foyer
 - b) Main Hall
 - c) Kitchen
 - d) Disabled toilet
 - e) Stage

- f) Mezzanine level
 - g) The Lower Hall
 - h) Lower Hall kitchen
 - i) Lower Hall toilet
 - j) Store room no1-emergency exit
 - k) Store room 2 (historical documents)
 - l) Hairdressers room
 - m) Oil Tank Room
- 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 on the following page 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 e.g. cooker, dishwasher, microwave, water heater, kettles, in the oil tank room and the Lower Hall where the main boiler is located with its associated controls.
- 2.2 Elsewhere, the main sources of ignition are electric sockets and lighting located throughout all the hall areas. In addition, there is 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 Elsewhere, the main sources of fuel are the upholstered seating, stage curtains and various other curtains as well as the wooden stage and flooring itself.
- 2.4 The main source of oxygen is the natural airflow through, doors, windows and other openings.
- 2.5 The Village Hall Management Committee encourages all regular 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.

- 2.6 The Management Committee encourages hirers to make themselves aware of the exit routes, the fire fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users to view.

3. People at Risk

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

- a) Hirer
- b) The Village Hall Management Committee
- c) The Parish Council
- d) Local organisations
- e) Contractors
- f) Cleaners
- g) Visitors
- h) Hirers, contractors and visitors who are unfamiliar with the hall layout
- i) Children
- j) The elderly
- k) People with disabilities (mobility, hearing or vision impairment)
- l) Members of the public who might walk past the Hall

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.

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 there is a theatre production there is a large amount of overhead lighting and other electrical equipment, 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 i.e. kitchen.
- 4.4 The main entrance/foyer, the main hall, kitchen, disabled toilet 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, the mezzanine level is accessible to the main escape route available to the ground floor area.
- 4.5 The Lower Hall has two escape routes; one from the main door onto Fore Street, the other from the small room that has the double crash bar emergency door in it. Once open this leads onto the road.

The rental room has escape via the steps on to the road.

Removal/reduction of the hazards

- 4.6 The identified potential hazards comprise the range of electrical equipment contained in the kitchen that 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.
- 4.7 Similarly the boiler, disabled toilet and lower hall are essential for the comfort and well-being of users of the hall. Their potential hazards are minimised through regular servicing.
- 4.8 Cleaning products are stored in a metal locker in the non-disabled toilet in the Main Hall
- 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 under the stage in 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, kitchens, mezzanine level, lower hall 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 kitchens.
- 4.14 There are four main escape routes available at ground floor level and Lower Hall level. These 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 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.
- 4.15 Escape routes are all unencumbered and are listed in the accompanying table. All external fire doors lead to the outside that provides open space for safe and easy clearance of the hall.
- 4.16 Escape routes and exits together with the locations of fire fighting equipment are indicated by appropriate signs throughout the building as indicated in the accompanying table. Fire exit signs are included on the emergency lighting panels throughout the hall as also 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, 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 new oil boiler will be 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 website.

- 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 over page.

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
a) Main entrance and foyer	Electric sockets and lighting	Fire alarm point. CO2 extinguisher. Water extinguisher.	Via main door.	Emergency lighting. No Smoking sign. Fire alarm control box
b) Main hall	Electric sockets and lighting. Stage lighting and production equipment (Upholstered seating and curtains.	Fire alarm points. Two water extinguishers.	Via external fire door to road. Via main entrance.	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.
c) Kitchen	Electric cooker (separate Oven and Hob) and power supply. Electric sockets and lighting. Vent-axia. Water heater. Kettles. Microwave.	Fire blanket. CO2 extinguisher. Fire door to main hall.	Via main hall main entrance. External fire door to road.	No Smoking sign. 'Turn off' sign on cooker box. Location of fire doors and extinguishers sign.
d) Disabled toilet	Electric Lighting/audible sound.	Water extinguisher. Fire door to kitchen. Fire door to corridor.	Out through front door onto the road.	Fire Exit sign and emergency lighting above door to corridor. Location of fire doors and extinguishers sign.
e) Stage	Electric lighting.	None.	Via corridor and external fire door to side of building	None.
f) Mezzanine level	Electric lighting. Curtains.	Fire alarm point. Extinguisher. Fire door to Main Hall	Via stairs out through front door onto the road.	Fire alarm sign. Fire exit sign and emergency lighting above external fire door

Location	Sources of ignition, fuel and oxygen	Fire detection, fire fighting and precautionary equipment	Escape routes	Emergency lighting, signs and notices
g) The Lower Hall	Electric sockets and lighting. Curtains.	Fire door to ante room.	Via anteroom, corridor and external fire door to road. Via stage and external fire door to car park.	No Smoking sign. Location of fire doors and extinguishers sign.
h) Lower Hall Kitchen	Electric sockets and lighting. Stage curtains.	Fire extinguisher	Via external fire door to road.	Location of fire doors and extinguishers sign. No Smoking signs (two)
i) Lower Hall toilet	Main boilers and associated controls. Electric sockets and lighting. Storage of paints and varnishes. Storage of wood, plastics and scenery	None.	Via external fire door to road	None.
j) Store room no1 – Emergency exit	Electric sockets and lighting.	None.	Via external fire door to road	None.
k) Store room 2 (historical documents)	Electric sockets and lighting. IT equipment. Upholstered seating and curtains.	None.	Via external fire door to road	Location of fire doors and extinguishers sign. Emergency lighting.
l) Hairdressers room	Electric lights. Electric hand-dryers. Vent-axias.	None.	Via lower hall main entrance.	None.
m) Oil Tank Room	Fire alarm system. Solar panel controls. Power supply & fuse boxes.	None.	Via lower hall main entrance	