

# Aldreth Community Association

## Fire Risk Assessment

### Description of Premises

Aldreth Village Hall is a brick-built single-story community building located on the High Street Aldreth. The hall was originally a Baptist Church, constructed in 1908. The building was purchased by the Aldreth Community Association (ACA) in 2000 using National Lottery funding to be converted to a community centre

The facilities comprise the Main Hall, the Side Hall, an entrance lobby, kitchen and toilets. There are emergency exits leading directly out of the building from the entrance lobby and the rear corridor signposted by emergency lighting. Following an evacuation, the meeting point is the Red Phone Box on the opposite side of the road.

The Hall is available to hire for both private and public events. The Main Hall can hold up to 100 people and the Small Hall 20. The maximum capacity is 100 people in total.

### Principal Uses of the Village Hall

The Village Hall is used for a variety of functions. These include baby/toddler groups, exercise classes, and private parties.

The ACA 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. This is to include familiarisation with 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, is published on the booking web site and is also on the notice boards.

Fire exits must be kept clear at all times.

### People at Risk of Fire

**Staff:** The Village Hall Committee does not employ any staff.

**Trades People:** The committee employs local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. The cleaner has a key to the building and is generally on her own when working. Local trades people who are

familiar with the building may gain access to the Hall by borrowing a key from the bookings secretary or other committee member, while others are always escorted by one or more committee members.

**Hall Users (up to 100 maximum inside at any time):** These will generally be familiar with the Hall. Those that are not will find the simple layout easy to navigate and assimilate. The Main Hall area is open plan and has 2 easily identifiable fire exits. Emergency lighting is installed over fire doors and around the Hall, and this is tested regularly. A fire alert and detection system with audible sounders is installed, and this is tested regularly. The main entrance doors to the Hall must be kept unlocked whenever the Hall is in use for a function.

**Disabled Persons:** At a typical function there may possibly be a limited number of disabled persons. It is the responsibility of Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. The Emergency at the entrance lobby has a ramp, the rear Emergency Exit is a step.

**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. Primary Hall user groups, are expected to have carried out their own Fire Risk Assessment.

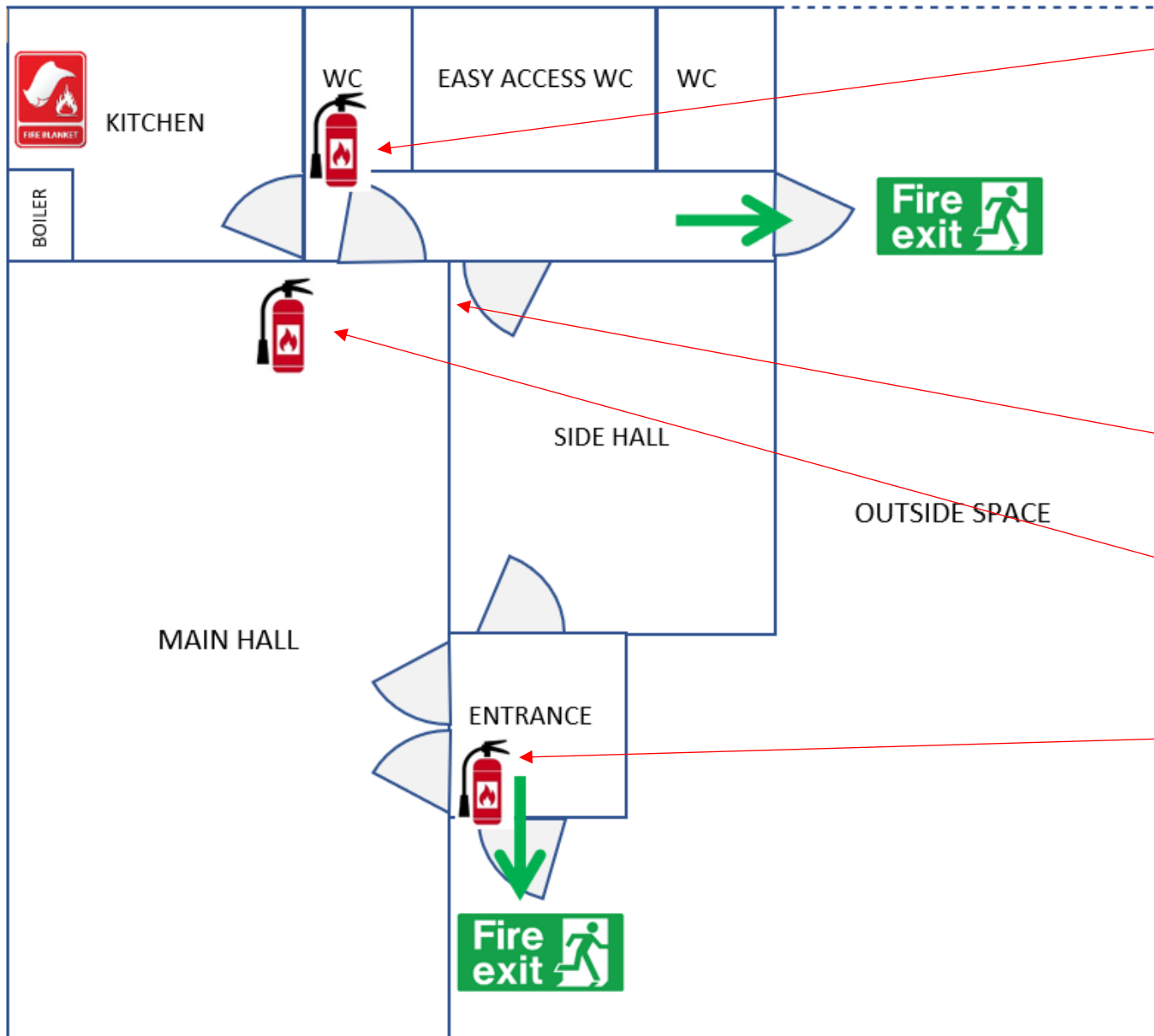
#### **Actions on discovering a fire**

ACA committee members will act as fire wardens if present. Anyone who has hired the hall is responsible for fire safety and evacuation when a ACA committee member is not present.

- I. Activate the fire alarm
- II. Evacuate the building in an orderly fashion to the meeting point
- III. Call the emergency services on 999
- IV. Call a Committee member
- V. Do not return into the building

Contact details for committee members are located on the notice board outside the building

# Hall Plan



### Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling).	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. hob, oven, fridge, kettle, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Cooking accidents	Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob.	Open to the air
Arson	Could be any source	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air

## Hazards & Mitigation

Fire hazard	Likelihood 1=low, 5=high	Risk to people from fire hazard	Measures to avoid or reduce	
			The hazard	Risk to people
Fire inside the Hall	2	Smoke inhalation Burns Death	Ensure sufficient and correct fire fighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate. The location of fire-fighting equipment and exits are clearly marked on a plan of the village Hall, which is published on the notice boards.	Ensure Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are. A fire alert system has been installed so that an alarm can be raised if a fire is discovered. Ensure the hirers know that they must organize a fire marshal to check the building has been vacated after alarm and that the fire brigade has been called out
Fire on the premises outside the Hall	2	Smoke inhalation Burns Death	Combustible materials are stored in the sheds separate from the main building. Any potential sources of heat / ignition i.e. BBQ to be kept outside in the open air until sufficiently cooled down.	Check whether Fire Exit routes could be blocked before evacuating hall. Use either the main exit route to the front, or if required the second route around the back of the hall.
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	Smoke inhalation Burns Death	Electrical testing is undertaken a regular intervals by a qualified electrician. PAT tests carried out on portable equipment.	Fire safety signs clearly state types of extinguisher. Co2 is located in the main hall that must be used for any electrical fires.
Smoking	1	Smoke inhalation Burns	A No Smoking policy enforced throughout the premises.	No Smoking signs strategically placed throughout the building.

Arson	1	Smoke inhalation Burns Death	Ensure Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.
Cooking accidents	2	Smoke inhalation Burns	The hall is not to be used for food preparation or cooking under current local authority requirements.	CO2 extinguisher located in main hall for any incident resulting from unauthorised use. Fire blanket located in kitchen.
Children playing with matches or other combustibles	2	Smoke inhalation Burns	Ensure hirers are aware of their responsibility to supervise children while inside and outside the Hall	Ensure hirers are aware of their responsibility to supervise children while inside and outside the Hall

**Signed: I Bayes - Chairman**

**Date: 8<sup>th</sup> March 2021**