



Biddestone Village Hall & Recreation Trust

Fire Risk Assessment

A safety guide for users of the hall

Description of the Premises

1. Biddestone Village Hall is a modern, stone-built community building situated within the village, of Biddestone. It was built in 2004, to all building regulations regarding fire hazard and disabled access that where required at the time.

1.1. The building comprises:

- 1.1.1. Main hall with storage cupboard and removable stage,
- 1.1.2. entrance lobby,
- 1.1.3. separate men's, women's and disabled toilets,
- 1.1.4. a complete kitchen.
- 1.1.5. Small hall with a kitchenette.
- 1.1.6. Bar with storage room, serving to both halls.
- 1.1.7. Car Park

1.2. Internal doors are fire-resistant. Exit doors open outwards and emergency exits are operated through the use of a "crash bar". Cooking facilities are gas powered, whilst the hot-water and heating system runs from a combi -gas boiler.

1.3. The car park to the front of the building, has space for approximately 40 cars (including 1 disabled space).

2. Evacuation:

2.1. A total of **3 emergency exits**, in addition to the main entrance, lead directly out of the building (see plan appendix II).

2.2. These are clearly lit with **emergency lighting**. The premises meet all the requirements of the current disability legislation.

2.3. In the event of a fire, the designated ASSEMBLY POINT is the furthest corner of the car park.

3. Fire Prevention:

3.1. The entire premises are a **NO SMOKING** area.

3.2. No **FIREWORKS, PORTABLE GAS APPLIANCES, FLAMMABLE LIQUIDS, SMOKE MACHINES**, or **IGNITED CANDLES (other than small birthday cake candles)** are permitted inside the building.

3.3. Any decorations used in the halls must be fire rated to a **minimum** of one hour

4. In the event of Fire:

4.1. **Smoke/heat detectors** in various locations throughout the hall automatically trigger an alarm in the event of fire.

4.2. **Fire extinguishers** are situated in both halls and entrance lobby, a **fire blanket** is in the kitchen. They are inspected/serviced annually.

4.3. **The premises should be evacuated as quickly and calmly as possible – see above.**

FIRE HAZARD IS LOW; therefore RISK IS LOW



1. Principal Uses of the Village Hall

- 1.1. The hall is hired by a range of organizations, and private individuals for a wide variety of activities. The Terms & Conditions of hire between the Village Hall and the Hirer forms the basis of the hire agreement. The booking process draws the hirer's attention to the health and safety and licensing obligations that the Booking places upon them.
- 1.2. The Trustees encourage 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.
- 1.3. This Fire Risk Assessment has been undertaken 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.
- 1.4. **THE HIRER IS DEEMED THE "RESPONSIBLE PERSON" AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD. It is advisable to take note of the name of everyone attending your event.**
- 1.5. 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 & escape routes**. **The plan is available to all Hall users and is also displayed on the notice board in the entrance.**

2. People at Risk

- 2.1. **Staff/Contractors:** The Trustees employ local trade's people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Local trade's people who are familiar with the building may gain access to the hall by borrowing a key, while others are escorted by one or more Trustees. Consequently, tradespeople may be on their own in the building.
- 2.2. **Hall Users (up to 190 inside at any time):** Some of these will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate. Both halls are open plan and have easily identifiable fire exits. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. All emergency exits lead directly outside and are fitted with a push-bar release.
- 2.3. **Disabled Persons:** There may be a number of disabled persons in the hall during any hiring. It is the responsibility of the hirer to ensure disabled persons are given adequate assistance in the event of an evacuation. Note that all exits are suitable for wheelchairs.
- 2.4. **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.
- 2.5. **Other Members of the Public (who are not using the hall):** In the event of an evacuation, the hirer should ensure that no member of the public attempt to enter the premises until it has been declared safe

3. Possible Causes of Fire

- 3.1. Main power supply fault
- 3.2. Heating gas boiler fault
- 3.3. Hot-water boiler fault
- 3.4. Portable electrical appliance's fault
- 3.5. Kitchen equipment faults (other than portable electrical appliances)
- 3.6. Cooking accidents
- 3.7. Waste (accidental ignition)
- 3.8. Soft furnishings – accidental ignition
- 3.9. Decorations, Stage scenery and props – accidental ignition
- 3.10. Deliberate ignition



4. Control Measures

- 4.1. **Suitable & sufficient fire-fighting equipment is available**
- 4.2. **A qualified practitioner** inspects the fire extinguishers at least once per year. A Certificate of Maintenance will be obtained for each inspection. Equipment locations are detailed on the accompanying plan.
- 4.3. **The advice of the inspection practitioner** to increase, change or move location of the fire-fighting equipment is followed.
- 4.4. **The location of the fire-fighting equipment**, emergency lighting and escape routes are clearly marked on a plan that is displayed on the noticeboard in the front entrance and available to all users and staff. See appendix II
- 4.5. **Instructions as what to do in the event of a fire are clearly displayed in the hall. See Appendix I**
- 4.6. **The safety Guide for hall users is included in documentation available to hall users.** Signing of the Booking Form will indicate that they have read this information.
- 4.7. **Fire alarm systems are checked at least once each year by a qualified practitioner**
- 4.8. **All emergency 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 yearly. A test of the Smoke Alarms will be done yearly.
- 4.9. **The Trustees test** the ease of access to and through the escape routes and to the assembly points at least once per year.
- 4.10. **Any furnishings** belonging to the Village Hall that are less than one meter from the floor are made of a non-combustible material, or a material that has been Fireproofed to the standard applicable at the time of purchase.
- 4.11. **The gas boiler** is serviced annually.
- 4.12. **The electrical system** is subject to a 5 year ****EIEC **** Inspection and recommended remedial works are undertaken by a suitable qualified contractor.
- 4.13. **Portable electrical equipment**
 - 4.13.1. **That is the property of the village hall** is PAT tested annually
 - 4.13.2. **That is brought in by hirers or contractors** is the responsibility of the owners to ensure is safe.
- 4.14. **Security lighting** (dusk 'til dawn sensor operated) is provided and maintained at the entrance and around the hall to discourage potential intruders.
- 4.15. **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.
- 4.16. **The waste bins are emptied regularly** each time the hall is cleaned, so any fire hazards (eg: loose, inflammable materials such as paper) are removed from the interior.
- 4.17. **All Village Hall Users will be made aware** of their responsibilities via the Terms & Conditions of hire and this document at time of booking.
- 4.18. **All Regular User Groups will be advised** that they should review this updated document and carry out their own Fire Risk Assessment where appropriate. Whilst the Trustees will advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

5. In the event of FIRE:

- 5.1. **SEE Appendix II FOR DIAGRAM SHOWING FIRE EXITS, FIRE FIGHTING EQUIPMENT AND EMERGENCY LIGHTING**
- 5.2. **ASSEMBLY POINT: Furthest corner of car park**



- 6. Approved by BVHTR Committee on: *17 FEBRUARY 2026*
- 6.1. Signed on behalf of the committee: *[Signature]* David Daniel Chairman
- 7. Next review: **February 2027**



Appendix I: In Case of Fire

FIRE!

In the event of a Fire **SOUND THE ALARM,**
THEN DIAL 999

On hearing the alarm, all users must leave the building using the nearest available exit, and gather as quickly as possible at the ASSEMBLY POINT – the furthest corner of the car park.

- 1) **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** If you have a mobile phone, Dial **999** ask for the Fire Brigade and give this address:
Biddestone Village Hall, Yatton Road, Biddestone SN14 7BZ.
- 2) The **Responsible Person** should delegate a member of their group to conduct a roll-call.
- 3) 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.
- 4) 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.
- 5) Attempts to extinguish the outbreak of fire using the equipment provided should be only carried out if it is considered safe to do so. If there is any doubt leave the building immediately.
- 6) If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 07715208770 (Chairman) or 07391511495 (Booking secretary).

NOTE: All incidents no matter how small must be reported to the management committee



Appendix II: Fire Exits and Extinguishers

