

**Bramshaw Village Hall, Row Hill, Bramshaw, Nr Lyndhurst,  
Hampshire SO43 7JE**  
*Registered Charity Number 204012*

**FULL FIRE RISK ASSESSMENT May 2021**

**Date of next full review May 2022**

The Village Hall Trustees are collectively the ‘**responsible person**’.

A. **This Fire Risk Assessment** has been carried out with regard to The Regulatory Reform (Fire safety) Order 2005, which took effect in England and Wales in October 2006, and recommendations from the Hampshire Fire and Rescue visit to the hall on 30<sup>th</sup> November 2012.

**The aim** of this assessment is to highlight and thus reduce the risks of fire to protect all hall users.

A Fire Safety Folder is kept on the premises.

This Risk Assessment is available on our website [www.bramshawvillagehall.co.uk](http://www.bramshawvillagehall.co.uk)

**Plans of the building** are displayed below and on the outside wall to the left of the main entrance, with **seven exit routes** and the location of fire extinguishers clearly marked. The Fire plan was revised and updated in March 2021. There are seven entrances / exits from the hall which can be used in the event of an emergency:

<p><b>In the main hall:</b> South exit to lobby West wall fire exit to lawn via Committee room to fire exit on north wall</p> <p><b>In the lobby:</b> Main entrance on east wall Rear entrance on south wall</p> <p><b>From the tango room:</b> Main entrance into lobby Fire exit on west wall</p> <p><b>From the community Room:</b> From the main entrance Via fire exit on west wall in rear lobby</p> <p><b>From the committee room</b> Fire exit on north wall</p> <p><b>Snooker Room</b> Main entrance to car park Via fire exit on west wall in rear lobby</p> <p>There is step free access to the Main Hall and Tango Room via the main lobby Step free to Community Room? Snooker Room?</p>	<p><b>BRAMSHAW VILLAGE HALL FIRE SAFETY PLAN</b></p> <p>K = KITCHEN S = STORE T = TOILET</p> <p>ASSEMBLY POINT 2</p> <p>LAWN</p> <p>MAIN HALL</p> <p>MEETING ROOM</p> <p>LOBBY</p> <p>TANGO ROOM</p> <p>COMMUNITY ROOM</p> <p>SNOOKER ROOM</p> <p>CAR PARK</p> <p>ASSEMBLY POINT 1</p> <p>EMERGENCY VEHICLE ACCESS</p> <p>FIRE ALARM BUTTON</p> <p>The diagram is a floor plan of Bramshaw Village Hall. It shows various rooms: Snooker Room, Community Room, Tango Room, Main Hall, Meeting Room, Lobby, Kitchen (K), Store (S), and Toilets (T). Red arrows indicate seven exit routes from different parts of the building. Two assembly points are marked: Assembly Point 1 (a red square) near the car park and Assembly Point 2 (a red square) near the lawn. A red arrow points to a red square labeled 'EMERGENCY VEHICLE ACCESS' near the car park. A red square labeled 'FIRE ALARM BUTTON' is located in the lobby area. A legend in the top right corner defines the room abbreviations: K = KITCHEN, S = STORE, T = TOILET.</p>
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**Hirers** (both regular users and private bookings) are made aware of the **Fire Risk** policy and the **Health and Safety** policy in operation at the hall when they sign the 'Conditions of Hire' contract (copy available in the Fire Safety Folder and on the website).

### **Fires require three things to start**

- **Fuel** – flammable fluids (solvents) and flammable chemicals (cleaning products), soft furnishings (curtains, seating), stationary and rubbish.
- **Ignition** – faulty electrics, light fittings, portable kitchen appliances, cooking equipment, room heaters, central heating boilers etc
- **Oxygen in the air** – close doors to reduce the risk as much as possible

**Fire safety procedures** are explained at the start of any public events.

A **Hazard** has the potential to cause harm. A **Risk** is the chance of that harm occurring.

### **B. Fire fighting equipment provided on the premises (see plan)**

- One Class A Water extinguisher in the Main Hall mounted on the wall by main doors (for use on paper, wood and textiles)
- One CO<sub>2</sub> extinguisher in the Main Hall mounted on the wall by main doors (for use on flammable liquids and electrical fires)
- **One Class A Water extinguisher mounted on the wall in the Lobby Entrance (for use on paper, wood and textiles)**
- One 2kg dry powder extinguisher in the Kitchen mounted on the wall by the door (for use on flammable liquids and electrical fires)
- One fire blanket in the Kitchen

### **Fire extinguisher checks**

These checks are undertaken by an independence company on a contracted basis.

### **Fire fighting policy on the premises**

Manual alarm bell in main hall

Running man signs displayed

Fire Detection and alarm - new system installed Sept 2010 (including smoke detectors). Checked and recorded regularly

### **All internal doors must be closed when the hall is unoccupied.**

**Records** are kept in the Fire Safety folder in the labeled kitchen cupboard:-

- Monthly check of both exits (to ensure the doors open freely)
- Monthly fire alarm testing (BS5839)
- Monthly Visual check of fire extinguisher
- Monthly check of defibrillator battery and pads, and circuit to cabinet by notice board
- Monthly emergency lighting check
- Annual fire extinguisher check; completed (**insert date**)
- Copies of certificates for the periodic inspection of gas appliances (6 radiators and the boiler)  
Completed (**insert dates**)
- Copies of PAT (portable appliance tests) for electrical equipment – (**insert dates**)

## **C. FIRE RISK ASSESSMENTS**

- 1. IN THE CAR PARK**  
Fire exit route from all entrances - keep clear
- 2. Main Hall**  
Fire exit route from all entrances - keep clear
- 3. Bunny's Store**  
Fire exit route from all entrances - keep clear
- 4. Committee Room**  
Fire exit route from all entrances - keep clear
- 5. Main Hall Kitchen**  
Fire exit route from all entrances - keep clear
- 6. Main Lobby**  
Fire exit route from all entrances - keep clear
- 7. Disabled Toilet**  
No fire risk
- 8. Mens' Toilet**  
No fire risk
- 9. Ladies' Toilet**  
No fire risk
- 10. Plant Room**  
Fire exit route from all entrances - keep clear
- 11. WI Store**  
Fire exit route from all entrances - keep clear
- 12. Trust Room**  
Fire exit route from all entrances - keep clear
- 13. Tango Room**  
Fire exit route from all entrances - keep clear
- 14. Tango Kitchen**  
Fire exit route from all entrances - keep clear
- 15. Tango Store**  
Fire exit route from all entrances - keep clear
- 16. Tango Fire Exit**  
Fire exit route from all entrances - keep clear
- 17. Community Room**  
Fire exit route from all entrances - keep clear
- 18. Kitchenette**  
Fire exit route from all entrances - keep clear
- 19. Rear Lobby**  
Fire exit route from all entrances - keep clear

**20. Snooker Room**

Fire exit route from all entrances - keep clear

**21. South Wing Exit**

Fire exit route from all entrances - keep clear

**22. Snooker Room Exit**

Fire exit route from all entrances - keep clear

**23. Rear Lobby Fire Exit**

Fire exit route from all entrances - keep clear

**24. Committee Room Fire Exit**

Fire exit route from all entrances - keep clear

**25. Main Hall Fire Exit**

Fire exit route from all entrances - keep clear

**Fire Action Notices** are placed in the hall.

**Exterior Letter Box:** Metal (to reduce the risk of arson)