

Brockley Village Hall Fire Risk Assessment – A Safety Guide for Users of The Hall.

Brockley Village Hall is a single storey brick-built community building in the centre of the village adjacent to the village green.

It comprises a main entrance lobby, separate men's, women's and disabled toilets, a cleaning cupboard, small meeting room and kitchen. The main hall has a main entrance from the lobby and 2 further double door fire exits clearly signed and with push bar exits. There is a back store which can also be accessed from the outside.

The Hall is a NO SMOKING area. It has 3 fire extinguishers; in the main hall, meeting room and kitchen which also has a fire blanket. There is a manually operated fire alarm and emergency lighting. In the event of a fire evacuation the designated meeting area is the green at the side of the building.

IN THE EVENT OF A FIRE SOUND ONE OF THE 3 ALARM POINTS AND EVACUATE HALL IMMEDIATELY.

PHONE FIRE BRIGADE ON 999.

WHAT ARE THE RISKS?	WHO IS AT RISK?	HOW ARE RISKS MANAGED?	ACTION BY WHOM?	WHEN?
FIRE.	All users/hirers of Hall	• Ensure all hirers/users are made aware of NO SMOKING policy. • Ensure all fire extinguishers are tested regularly and certified. • Fire alarms and emergency lighting regularly tested.	• Booking Secretary gives information on hiring agreement. • Trustees arrange regular inspection of fire extinguishers, fire doors and alarm system. • Checked weekly/monthly and recorded in Red Maintenance Log by D. Andrew 25 Woodcroft Close.	• On hiring. • Weekly/Monthly
ELECTRICAL WIRING INSTALLATION AND HEATER FAULTS.	All users/hirers	• Most of the building was rewired in 2020/21 renovation including new electrical distribution boards. Compliance cert. issued. • Regular electrical inspections.	• Qualified electrical engineer arranged by Trustees.	• Every 3 to 5 years years.

ELECTRICAL EQUIPMENT FAULTS.	All users/hirers	- All electrical equipment in Hall is regularly PAT tested. - Any equipment brought in by hirers must be PAT tested. This is written into the Hiring Agreement.	- Qualified electrician arranged by Trustees. - Hirers' responsibility.	- Annually - If required by Hirer prior to booking.
COOKING ACCIDENTS	All users/hirers	- Fire extinguisher and fire blanket in kitchen. - Hirers asked not to allow unsupervised children in kitchen.	- Regularly maintained (see above). - Hirers/users	- Annually - Hiring period
SOFT FURNISHING ACCIDENTAL IGNITION	Anyone in building.	- Fire extinguisher in man Hall - NO SMOKING policy - Smoke and Heat detectors installed 2024	- Regularly maintained (see above) - Information in Hiring Agreement and clear signage in building.	- Annually - On hiring.
DELIBERATE IGNITION	Anyone in building.	- Cleaning/flammable materials kept in locked cleaning cupboard. - Security lighting on outside area.	- Trustees - Trustees	- Always - Checked at regular meetings on locking up.
EVACUATION OF BUILDING	All users	- All 3 exits to be kept clear at all times. - Fire alarm upgraded system in place 2024 - Emergency lighting - Gathering point on green.	- Trustees - Regular maintenance checks by D Andrew (see above) - Signage - Trustees	- All times - Weekly/monthly - All times

Petrol Operated Lawn Mower	All Users	• Lawn mower stored externally in metal shed • Fuel associated with mower stored externally in metal shed	• Members of Croquet Club and anyone using mower • Regularly maintained by Croquet club members.	• When not in use • Annually and when faulty

Updated July 2024