

# Mickleton Village Hall Fire Safety Risk Assessment

Name of premises: Mickleton Village Hall, Mickleton Barnard Castle, Co Durham DL12 0JY

Designated Responsible Person: David Hutchinson & David Bailey ( MVH Committee)

Person completing the Assessment/ Designated Competent Person: David Hutchinson(MVH Management Committee )

## FIRE SAFETY POLICY:

Our policy is to protect all persons, including volunteers, customers, contractors and members of the public from potential injury and damage which might arise from a fire at our premises.

We will provide safe and healthy working conditions, equipment and systems of work for all volunteers. We will provide all information, training and supervision required for this purpose.

This policy has been signed by David Hutchinson as confirmation of the Management Committee's commitment to fire safety and compliance with all legal requirements.

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David Hutchinson (Chair MVH Committee)

MVH Fire Risk Assessment

Date of Assessment

### Description of Premises

<b>Building Construction</b>	1994 detached, 2 storey, Traditional Stone outer with building block internal, all walls inside plastered with Hardwall Plaster, the Main Hall ceiling is suspended with Fire Retardant tiles.
<b>Approximate Area</b>	230m <sup>2</sup>
<b>Number of Floors</b>	2
<b>Considered level of risk</b>	LOW

**Plans of the building and its grounds are attached, showing escape routes, fire extinguishers points and the position of a fire alarm.**

**Volunteers and visitors:**

<b>Use of the Hall and if any of the users have mobility issues</b>	<p>MVH IS RUN BY VOLUNTEERS MANY OF WHOM ARE IN THEIR MID TO LATER LIFE, BUT ALL ARE ABLE-BODIED.</p> <p>THE HALL HOSTS MANY EVENTS THAT ARE ATTENDED BY ALL GENERATIONS OF PEOPLE AND SOME OF THEM WILL HAVE SOME FORM OF MOBILITY ISSUES.</p> <p>MVH COMPLIES FULLY WITH THE DISABILITY DISCRIMINATION ACT 1995 AND IS FULLY ACCESSIBLE FOR PEOPLE WITH DISABILITIES WHO ARE USING THE HALL, INCLUDING HAVING TWO DOUBLE-DOOR RAMPED ENTRANCEWAYS/EXITS TO ALLOW EASY ACCESS FOR WHEELCHAIR USERS.</p> <p>THE HALL IS OFTEN UNOCCUPIED BUT MAY BE USED AT ANY TIME OF THE WEEK, BETWEEN 08.00am AND 01.00am (APPROXIMATELY), DEPENDING ON ANY PARTICULAR EVENT BEING HELD.</p> <p>IT IS NOT POSSIBLE TO STATE THE MAXIMUM NUMBER OF PEOPLE WHO WOULD BE IN ATTENDANCE ON ANY PARTICULAR OCCASION, OTHER THAN TO SAY THAT THE HALL'S MAXIMUM ALLOWED CAPACITY IS 300</p>
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**The following Assessment has been compiled in accordance with:**

- 1.**  
The Regulatory Reform (Fire Safety) Order 2005, which reformed fire safety laws and covers general fire precautions and other fire safety duties in non-domestic property;
- 2.** The UK government's '5 Key Steps' checklist to completing a Fire Safety Risk Assessment

**1: Fire Hazards and Control methods**

Sources of Ignition	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when
Cooking facilities	Kitchen	Electric oven and gas hob Very limited use of oil-based cooking products and the cooker is always supervised. Nevertheless, an approved Fire Blanket is kept within easy reach should it be required	Yes			
Heating	Main Hall	Main Hall heating oil boiler with fan assisted radiators, Boiler serviced annually by an approved technician. Storage tank is 1500 litre bunded tank.	Yes			
Fixed electrical equipment	All Rooms	Fixed electrical installations are inspected every 5 years by a qualified electrician who undertakes all electrical work, other than some changing of bulbs.  With adequate power sockets, Trailing leads across floorspace are rarely used and only permitted for a specific purpose and short duration. All hirers are advised of the dangers and must sign to confirm they have read and will conform to the terms of MVH Fire Safety Risk Assessment				
Lighting equipment	All rooms	All lights are ceiling fixed and not in proximity to combustible materials	Yes			

Smoking materials	All Rooms	As an enclosed premises that are open to the public, the whole of MVH is a no-smoking area and signage is displayed accordingly.				
Arson		Volunteers are on duty at Hall-run events and Hirers are required to sign their acceptance of and adherence to all the MVH Risk Assessments Building is always locked and secured when not in use	Yes			

Source of fuel (what might burn)	Location	Control Measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as Completed
Paper /cardboard etc	Store room Entrance Hall Kitchen	Paper, in the form of documents and copy paper etc is stored on shelving or in filing cabinets to which the public do not have access and none is close to any source of ignition					
Furniture/ fittings (e.g. curtains etc)	Main Hall	Curtains and chairs are fire retardant. All other chairs with small soft furnished seats are never near any source of ignition					
Electrical equipment		PAT testing is undertaken annually. Hirers are advised that all PAT items must have been tested within the last 12 months			David Hutchinson		

<p>Flammable liquids/gases (e.g. oils/paints/solvents)</p>	<p>Committee Room, Kitchen And Storeroom Bar</p>	<p>Cleaning materials are kept in a locked kitchen cupboard Alcohol is kept in a locked bar to both of which the public have no access.</p> <p>paint is kept in the locked storeroom, to which the public have no access COSHH assessments have been completed for all of these materials Cylinder gas for the bar is also kept locked in the bar area.</p>				
<p>Waste materials</p>		<p>All waste &amp; combustible materials to be deposited in the waste bins outside the kitchen door after each event. Please recycle paper, cardboard, plastic and tins into the blue bin all washed glass into the Glass Bin and all other waste into the General Waste Bin.</p> <p>Not to store any waste in front of any of the Fire Exit doors during an event, all exit doors to be kept clear at all times. Also to make sure all Fire Exits easily and immediately openable.</p> <p>Any Dangerous substances must be taken away by the hirer so as not to leave a fire hazard on the premises unsupervised.</p>				
<p>Arson</p>		<p>External Bins are stored out of sight and emptied on a regular basis</p>				

## 2: People at Risk

What is the risk	Location	Control Measures	Suitable Y/N	What needs to be done	By whom	By when
People with disabilities Including mobility, hearing, vision impairment	All Rooms	MVH is run by volunteers many of whom are in mid to later life, but all of whom are able-bodied. The Hall hosts many events that are attended by older persons and many of them will have some limited form of mobility issues. MVH complies fully with the disability discrimination act 1995 and is fully accessible for people with disabilities who are using the hall, including two same level entranceways/exits for wheelchair users.				
Staff working alone	All rooms	Volunteers, the cleaner and some contractors may sometimes be working alone. All have been advised in procedures applicable in the event of fire				
Visitors unfamiliar with the building		At MVH events there are always MVH volunteers in attendance to guide visitors. MVH is a double storey building with non-slip flooring and without trip hazards. Hirers running their own events have signed to confirm their understanding and adherence to MVH H&S and Fire Safety Risk Assessments, that require them to supervise their attendees.				
Contractors		Contractors are generally accompanied by a volunteer but if working alone are given instructions on what To do in the event of a fire				

### 3: Evaluate, Remove, Reduce and Protect

Evaluate your fire safety precautions	Y/N				
Are possible ignition sources kept separate from combustible materials	Yes				
Are possible ignition sources controlled to minimise the risk of fire	Yes				
Would a fire be discovered quickly? Will everybody be warned of the fire immediately	Yes				
Is escape possible in more than one direction	Yes				
Can everyone escape (with or without assistance)	Yes	<p>There is fire protection provided to all stairways, including the provision of self-closing, fire-resisting doors including the upstairs meeting room. The stairs up into the Meeting Room on the first floor are wide and have handrails on both sides. There are arrangements in place for the safe evacuation of disabled persons from the premises, all of the ground floor is wheel chair accessible.</p>			
Are the exits easy to identify and reach	Yes	<p>Emergency escape lighting is though out the building and on all the escape routes outside. They are checked monthly for operation and faulty units are replaced as soon as possible. Records of these checks are kept in the Safety File and minuted at out monthly committee meetings. There are Fire safety signs and notices though out the building and also explaining where the Assembly Point is. These signs are sited in prominent locations.</p>			

Are escape routes free of obstruction	Yes	Ongoing checks are carried out to ensure exit routes are kept clear and fire exits remain easily openable, monthly and annual testing routines are in place for the emergency escape lighting and fire alarm system, this is recorded in the Safety File along with minutes of our monthly meetings.			
Are Fire Escape doors easy to open	Yes				
Do Fire Escape doors open outwards	Yes				
Is the alarm system tested and maintained in accordance with the relevant British Standard	Yes	The building has a Fire Alarm System with smoke/heat detectors in the kitchen and the under stage changing room and Glass Break in the Main Hall and the Entrance Lobby.			
Are fire extinguishers tested and maintained in accordance with the relevant British Standard	Yes	Extinguishers are checked annually by HG Wooley			



## 4: Record, plan and train

### Procedures and Training

How will people be warned if there is a fire	The person discovering the fire should raise the alarm by shouting, 'Fire'
What should users do if they discover a fire	The person discovering the fire should raise the alarm by shouting, 'Fire'
What is the evacuation procedure	<p>Because no staff are employed at the Hall, there are no designated Fire Wardens. Members of the MVH Management Committee and other volunteers who assist at Hall events are issued instruction in evacuation procedures and in what action to take in the event of fire. Whichever volunteer is on site will usher all occupants through the two double-door escape routes to assemble at the Fire Assembly Point in the field away from the building, checking all rooms are unoccupied, including toilets, before leaving. In the event that their passage to these routes is blocked, keys to the external doors in the kitchen and Committee Room are located alongside them so they could be used to exit the building and volunteers and Hirers have been notified of this.</p> <p>Because no staff are employed at the Hall and no one from the building owner may be present when the building is in under hire, Hirers are responsible for the Hall and the persons in it during the period of hire. Hirers have been advised of evacuation procedures and the locations of escape routes and firefighting equipment are marked on a plan that is posted in the Hall and on the MVH website and is also provided at the point of hire.</p> <p>By signing the Hiring Agreement Hirers confirm that they have made themselves aware of the content of this Risk Assessment, which is posted on the MVH website, and that they must make themselves familiar with the provided firefighting equipment and agree to their responsibilities. No further action required.</p>
Who are the Fire Wardens	<p>Because no staff are employed at the Hall only volunteers will be on-site when the building is occupied so there are no designated Fire Wardens. All volunteers are instructed and will direct evacuation.</p> <p>Hirers have been instructed to designate two responsible persons to act as Fire Wardens; one to ensure that all rooms have been fully evacuated and the second to ensure that following the evacuation all attendees have gathered at the Fire Assembly Point.</p>
Where should people assemble and how will evacuation be checked	The Assembly Point is in the field away from the building, it is not in the carpark because this may cause a hazard when emergency vehicles are attending.

	As an open village hall, there is no record of the number of people in attendance at any one time of MVH sponsored events, or their number. Hirers have been advised to keep a record of the total numbers attending their events. Hirers with pre-sold tickets should know the numbers in attendance.
How often are Fire Drills carried out	As no staff are employed at the Hall, drills are not held because they would have to be notified and organised events. Members of the MVH Management Committee and other volunteers who assist at Hall events are issued instruction in evacuation procedures and in what action to take in the event of fire.
Further guidance	MVH Committee members and volunteers have been issued with written guidance on what to do in the event of fire, together with:  (i) a plan showing the location of the MVH firefighting equipment and the designated escape routes from the building; and (ii) a graphic of which fire extinguisher to use on particular fire types and how they should be used.  These same documents are appended to the Hiring Agreement that each Hirer must sign.

## Fire Safety Records

Do you have records of staff instruction and Training	Yes
Where are those records kept	In the Fire Safety Records Book in the Committee Room
Who is responsible for maintaining them	David Hutchinson

## 5: Review

The Fire Safety Risk Assessment will be kept under regular review and revised as appropriate and/or to accommodate

Any changes to the building, inside or out

If a fire or issue of concern should occur

Any changed work practices

## **ACTION IN THE EVENT OF FIRE**

**The preservation of life is paramount. By remaining calm and following these basic actions, as far as possible, you should ensure the safety of yourself and all others in the Hall**

**Several of the following actions can be conducted in parallel:**

**1. Quickly assess the situation:**

Do not attempt to fight a fire if you do not feel competent to do so. If it is an electrical fire, **DO NOT USE EITHER OF THE EXTINGUISHER TYPES AT MVH UNLESS YOU ARE CERTAIN THAT THE ELECTRICAL POWER HAS BEEN TURNED OFF.**

**2. Alert:**

If other people are in the building **THE FIRST PERSON TO NOTICE THE FIRE SHOULD CALL, 'FIRE'** as loud as possible and for long enough to be sure that all persons in the building have heard it.

**3. Call:**

**CALL THE FIRE & RESCUE SERVICE (FRS)** using 999 or 112 on a mobile phone, giving

Location: **Mickleton Village Hall, Mickleton, Barnard Castle, Co Durham DL12 0JR**

What3Words: **vets.hurry.viewer** (front entrance to Mickleton Village Hall)

**Do not assume someone else has made the call.**

If possible and safe to do so, a nominated person should stay at the roadside and wait to liaise with the FRS.

**4. Evacuate:**

The fire exit from the Main Hall is operated by a Panic Emergency Fire Door Exit Push Bar.

**USHER PEOPLE OUT OF THE BUILDING**, using both of the designated escape routes **to assemble in the field next to the hall**. Two responsible persons should be designated as Fire Wardens; one to ensure that all rooms have been fully evacuated and the second to ensure that all attendees have gathered at the Fire Assembly Point. Of course, that would mean that the total number of attendees must be known at the outset of the hiring. **DO NOT STOP TO COLLECT ANY PERSONAL BELONGINGS.**

If safe to do so, the last person out should try to close all doors behind them to prevent the fire and smoke spreading through the building and also to reduce the level of oxygen available in any room to feed the fire.

**UNDER NO CIRCUMSTANCES SHOULD YOU RE-ENTER THE BUILDING UNTIL THE FRS HAVE TOLD YOU THAT IT IS SAFE TO DO SO.**

