



# FIRE SAFETY RISK ASSESSMENT

Orton Market Hall  
Orton  
Cumbria  
CA10 3RU

[ortonmarkethall.co.uk](http://ortonmarkethall.co.uk)

The Fire Safety Risks of the Village Hall will be assessed annually.

## INTRODUCTION

Building Type: Single storey, detached, community hall constructed of stone under a slate roof

Responsible Person: Orton Market Hall Trustees

This Fire Risk Assessment was carried out in order to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005, usually referred to as the RRO. It applies to most nondomestic premises, including community halls.

The RRO states that it is the duty of a Responsible Person to ensure that general fire precautions are in place to make the premises safe for all persons working in or visiting the Village Hall. The Responsible Person may delegate another person to carry out the Fire Risk Assessment but responsibility for compliance with the RRO remains with the Responsible Person. The Fire Risk Assessment identifies the precautions needed to comply with the requirements and prohibitions of the RRO and therefore demonstrates that the Responsible Person is undertaking their duty.

## PEOPLE AT RISK

PEOPLE AT RISK	CONTROL MEASURES
People with disabilities, or frail or elderly people	All entrances and exits from the hall are flat and suitable for wheelchair users. All fire exits are clearly signed. There are no trip hazards inside the Village Hall.
Hirers of the hall that are not familiar with the premises	Signs provided in the hall and copy of the risk assessment is on the website: <a href="http://ortonmarkethall.co.uk">ortonmarkethall.co.uk</a>
Contractors alone in the premises	Signs provided in the hall and copy of the risk assessment is on the website: <a href="http://ortonmarkethall.co.uk">ortonmarkethall.co.uk</a>
Children	Children are always to be accompanied by a suitable number of responsible adults, when visiting the premises.

FIRE HAZARDS & CONTROL MEASURES

HAZARD: SOURCE OF IGNITION	LOCATION	CONTROL MEASURES
Lighting	All rooms	All lights are ceiling fixed and not in close proximity to combustible materials.
Electrical equipment	All rooms	Annual PAT testing is up to date.
Cooking activities	Kitchen	Electric cooker and hob have no flame for ignition of materials. There is very limited use of oil-based cooking, and an approved fire blanket is kept in the kitchen if required.
Arson and other deliberate actions	All rooms	All fire precaution measures referred to in this document are maintained. Building is always locked and secured when not in use. There is no letterbox giving access to the building.
Smoking	All rooms	No smoking is permitted anywhere in the building. A cigarette bin is located on the wall outside for the use of smokers to extinguish their smoking materials safely.

HAZARD: SOURCE OF FUEL	LOCATION	CONTROL MEASURES
Flammable materials and obstructions	Entrance hall	Protected route to be clear of flammable materials and obstructions at all times.
Furniture and fittings	All rooms	Curtains in the main hall are fireproofed. Chairs with upholstered seats are never placed near sources of ignition.
Paper/cardboard	Main hall	All paper documents are stored in the dresser or displayed on noticeboards.
Waste storage	All rooms	Hirers remove waste on completion of hire. Bins are emptied regularly.
Flammable liquids, gases and solids brought to Village Hall	All rooms	Hirers agree to the Conditions of Hire. Cleaning liquids are kept in a locked cupboard.

## FIREFIGHTING, DETECTION & FIRE SAFETY PRECAUTIONS

### Fire Alarm System

The Village Hall has a fire detection system, which has a service contract in place and is inspected annually. The fire detection system consists of a fire alarm check point, interlinked smoke and heat detectors and sounders, and manual call points. The smoke detectors are present in the main hall, committee room, along protected escape routes and in high-risk areas such as the kitchen, cleaner's cupboard, and equipment cupboard.

A roller shutter dividing the kitchen from the main hall is fire resistant and should be closed at the end of use of the hall. All tests, servicing and false alarms are certificated with certificates displayed in the entrance hall

### Firefighting Equipment

Water and CO2 extinguishers are installed in locations around the premises and there is a fire blanket in the kitchen. The Village Hall does not have a sprinkler system. There is a service contract in place for the firefighting equipment and it is inspected annually. The equipment is date stamped on the annual service.

### Emergency Lighting

A standalone emergency lighting system is installed at the premises. There is a service contract in place and the emergency lights are inspected annually.

EVALUATING FIRE SAFETY PRECAUTIONS	YES/NO	ACTIONS REQUIRED
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 and would everybody be warned immediately?	Yes	
Is escape possible in more than one direction?	Yes	
Are the fire exits easy to identify and reach?	Yes	
Are escape routes free of obstruction?	Yes	
Do fire exit doors open outwards?	Yes	
Are fire exit doors easy to open?	Yes	

Is the fire alarm system tested and maintained correctly?	Yes	
Is the emergency lighting system tested and maintained correctly?	Yes	
Are fire extinguishers and firefighting equipment tested and maintained correctly?	Yes	

## EMERGENCY PLAN & ESCAPE ROUTES

### Signage

Illuminated and non-illuminated fire exit and directional signage is in place around the premises. All relevant doors except the cleaner's cupboard currently have 'Fire Door Keep Locked' signs on them.

### Escape Routes

The Village Hall has four designated fire escape doors; one has push bar openers (main hall), the one in the entrance hall, supper room and in the kitchen, has a thumb turn lock, so no keys are required should the need arise to vacate the Village Hall quickly and safely.

All internal fire doors have self-closing devices as required.

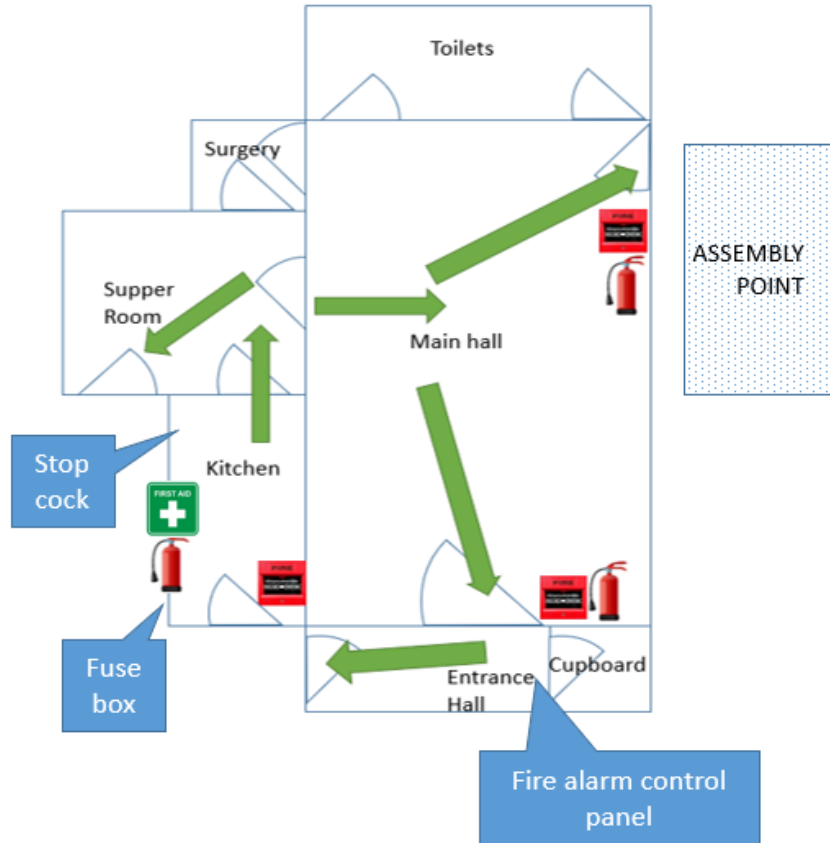
The presence of a large number of door wedges/hooks was noted and some doors.

The entrance is part of the protected route and as such should not contain any obstructions or items which could potentially fuel a fire.

### Emergency Plan & Evacuation Procedure

There are Fire Action notices with detailed instructions about what to do in case of a fire.

In the event of a fire, the fire alarm will sound automatically. Occupants are to leave the premises calmly and quickly using the closest escape route and fire exit. Everyone should assemble at the Fire Assembly Point (the by the chocolate shop) and the current hirer of the Village Hall should confirm that everyone is present (hirers are advised to keep a record of the total number of people at their event).



## FIRE RISK ASSESSMENT REVIEW

This Fire Risk Assessment should be reviewed annually, or more regularly if there has been a significant change to the Village Hall or its use.