

Pickwell and Leesthorpe Hall

Fire Risk Assessment

A safety guide for users of the hall



Pickwell and Leesthorpe Village Hall,
8, Somerby Road,
Somerby,
Melton Mowbray.
Leicestershire. LE14 2PG

Charity number: 1016203

Description of the Premises

Pickwell and Leesthorpe Village Hall is a stone-built, community building situated at the top end of the village on the Somerby Road. It meets all current building regulations regarding fire hazards

The building comprises one entrance lobby. This lobby has a coat hanging rail.

The single toilet is off the lobby so is the entrance to the main hall.

The separate kitchen is entered via the main hall.

The chairs and tablecloths do not meet fire safety regulations therefore no candles will be lit in the Hall.

Curtains have been treated to make them fire-resistant.

Cooking and water-heating is by electricity.

The Hall is heated using fitted electric heaters

The Hall can hold 80; 50 seated at tables with dancing; 50 dancing and 30 seated at tables. These figures include all persons in the premises.

Parking is on the main road adjacent to the Hall.

Two emergency exits lead directly out of the building. One via the kitchen the other is also the entrance to the building. Both have doors that open outwards. They are clearly lit with emergency lighting. Nothing is kept near the doors.

The ramp leading up to the hall enables entry and exit from the grounds for people with disabilities.

The designated **ASSEMBLY POINT** is West End.

NO SMOKING is allowed throughout the building.

No **FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES** or **INGNITED CANDLES** are permitted inside the building.

A heat detector in the kitchen has an alarm in the event of fire.

Fire extinguishers are situated in the kitchen and main hall. They are inspected annually. The certificate is held in the Fire Safety book kept in the kitchen. There is a CO2 2kg carbon dioxide extinguisher in the kitchen and a 9-litre water extinguisher in the main hall.

There is a fire blanket on the wall in the kitchen.

Fire Hazard is low, and therefore the Hall is classed as LOW RISK

Principal Uses of the Village Hall

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD.

The hall is hired by a range of organisations, and private individuals for a wide variety of activities, some of which are licensable.

A written agreement between the Village Hall and the Hirer forms the basis of the hiring arrangement.

The Booking Form and Rules of Hire draw the hirer’s attention to the health and safety and licensing obligations that the Booking places upon them.

This Fire Risk Assessment is provided to all Hall Hirers by the Booking Secretary.

Private Hirers are responsible for obtaining a license off the Council if they wish to provide alcohol. They must also seek permission from the Committee/County Council to serve or sell alcohol.

The Committee encourages 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. This Fire Risk Assessment has been produced by the Committee to cover all aspects of the Hall. It will be made available to all Hall Hirers.

It is advisable to take a note of the name of everyone attending an event.

The Committee encourage Hirers to make themselves aware of the exit routes and firefighting equipment.

Hall Hirers should also identify the assembly point.

A Committee member only staffs the hall during a booked event when it is agreed necessary.

It is the responsibility of hirers to ensure the hall is securely locked after use, as the building should never be left open and unoccupied.

The keys should be returned to the Booking Secretary as soon as possible after the event.

People at Risk

Those at risk in the event of fire are:

The Cleaner who has a key to the building and is generally on her own when working.

Trades People: The Committee employ local trades people on both an ad-hoc and scheduled basis for the purposes of building maintenance. Local trades people who are familiar with the building may gain access to the hall by borrowing a key from the Booking Secretary or Hall Secretary, while others are always escorted by one or more members of the Committee.

Hall Users are generally familiar with the hall. Those that are not will find the building easy to navigate. The main hall area has easily identifiable fire exits at 2 ends of the inside wall. One exit leads to the Lobby and Main Entrance. The other exit is through the kitchen

Emergency Exit lighting is installed over fire doors. This is tested annually

Disabled Persons: It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. The hirers will need to be aware of painted steps leading into the kitchen. These may be a barrier to a wheelchair. All emergency exit doors are on a level with the areas outside.

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 a fire.

Possible Causes of Fire

- a) Main power supply fault
- b) Faulty portable electrical appliances
- c) Kitchen equipment faults (other than portable electrical appliances)
- d) Cooking accidents
- e) Waste (accidental ignition)
- f) Faulty lighting
- g) Electric heaters
- h) Soft furnishings – accidental ignition
- i) Deliberate ignition

Control Measures

The primary and general control measures taken by the Committee ensure that:

Sufficient and correct fire-fighting equipment is available and that a qualified practitioner inspects it at least once per year. A Certificate of Maintenance will be obtained for each inspection and kept with the Fire Safety Book in the kitchen.

The equipment currently consists of the following: 2 extinguishers: 1 x 2kg CO₂, 1 x 9 litre Water; a Fire Blanket and 2 heat detectors. There is one heat detector in the kitchen and one in the main hall.

The location of the fire-fighting equipment, emergency lighting and escape routes are clearly marked

All Fire Exit doors are checked for illumination and ease of opening. The Emergency Exit Routes are clear. A test of continued illumination in event of a power failure is done quarterly and record in the Fire Safety Book.

A test of the heat detector is done quarterly and recorded in the Fire Safety Book.

The Committee test the ease of access to and through the escape routes and to the assembly point at least once per year and log the results.

The chairs and tablecloths belonging to the Village Hall may be combustible. Therefore, no candles are allowed.

The curtains have been fireproofed to the standard applicable when new linings were fitted in 2019.

Security lighting (sensor operated) is provided and maintained on the path leading to the Hall entrance.

A record of key holders is kept by the Hall Secretary and Booking Secretary. Also, a record, by date and session, of those hirers that have been given temporary access to a key is kept by the Bookings Secretary.

Hall Users are required to empty the bin and remove waste from the building. The waste bins are also checked each time the kitchen is cleaned for any fire hazards (e.g.: loose, inflammable materials such as paper). Where any loose material is found it will be removed from site by the Cleaner or a Committee member.

All Village Hall Users will be made aware of their responsibilities under the Premises License via the Booking Form. Then the license is posted on the Hall notice board.

All Regular User Groups will be advised that they should carry out their own Fire Risk Assessment. Whilst the Committee will advise, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

The Fire Evacuation Procedure is displayed on the Hall display boards.

Note that the **ASSEMBLY POINT** is: West End.

FIRE!

In the event of a Fire DIAL 999

1) Leave the building using the nearest available Emergency Exits, and muster together as soon as possible at the

ASSEMBLY POINT – WEST END. This means leaving through the main gate and turning left. West End is the first road on the left.

2) A roll call/Head count should be taken.

3) **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone in Pickwell. If you have a mobile phone, dial 999 and give this address:
**Pickwell and Leesthorpe Village Hall,
8, Pickwell Road, Somerby, Melton Mowbray.
Leicestershire. LE14 2PG**

4) Do not re-enter the building under any circumstances.

5) 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.

6) Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is safe. If any doubt get out of the building.

7) If you have a mobile phone and after you have carried out all the above, and circumstances allow it, please call **Julie Hartley on 01664 454088 or 07474163093** (Bookings Secretary). **Or Keith Ebsworth on 01664 454198.**

NOTE: All incidents no matter how small must be reported to the Village Hall Secretary Keith Ebsworth 01664 454198.

Assessment carried out and agreed by the Hall Committee on 19th May 2021