TUDDENHAM VILLAGE HALL

FIRE RISK ASSESSESSMENT

(CURRENT VILLAGE HALL)

A safety guide for users of the hall

**Description of Premises**

Tuddenham Village Hall is a brick and Wood building located High Street Tuddenham Suffolk IP28 6SA Dance floor area 29ft x 40ft x 10ft as well as a Kitchen and Bar Area .It meets all current building regulations regarding fire hazard

The building comprises one entrance lobbies either side), separate men’s, women’s and disabled toilets, one storage room (for furniture and other equipment) and a separate kitchen and bar (each with its own fire-proof, automatically-closing, serving hatch

Internal doors are fire-resistant. Exit doors open outwards. Cooking and water-heating is by electricity

The main Hall holding is for about 120 dinings , 100 standing, and 180 in rows

All parts are available to hire for both private and public events.

Car Park Facilities – 6 cars

Three emergency exits lead directly out of the building - from the main hall. They are clearly lit with emergency lighting. All three Fire exits open out onto grass/car park area and with access to the car park for Fire Evacuation

The Hall is NO SMOKING area.

No FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES or INGNITED CANDLES are permitted inside the building. Smoke detectors in various places trigger an alarm in the event of fire.

Fire extinguishers are situated in the kitchen, main hall, . They are routinely inspected. The certificate is held at the registered address. Last inspection CHUBB 29 Oct 2021

Fire Hazard is low, and therefore RISK IS LOW.

**Principal Uses of the Village Hall**

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.

The Trustees encourage 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 done by the Trustees to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD. It is advisable to take a note of the name of everyone attending your event (see Roll Call on page 5).

The Trustees encourage Hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment, the escape routes. The plan is available to all Hall users and is also displayed on the wall by the side entrance. They should also identify the assembly point.

A Trustee 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 main doors are fitted with specialist security locks (which prevent unauthorized keys from being cut), with access to keys being controlled by the Trustees. Zoned areas within the hall have separate locks and keys.

**People at Risk**

Those at risk in the event of fire are:

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

**Hall Users** (up to 210 inside at any time): These will generally be familiar with the hall. Those that aren’t will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has easily identifiable fire exits on 3 sides. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There is a set of double-fire doors in the main hall that exit directly outside and are fitted with a push-bar release.

**Disabled Persons:** At a typical function there may be a limited number of disabled persons. It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on a level with the areas or ramps outside, which are either tarred or paved, so there are no barriers to wheel chairs.

**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 an evacuation.

**Other Members of the Public (who are not using the hall):** Members of the public may walk past the hall on their way to the playing field or shelter

Possible Causes of Fire

a) Main power supply fault

c) Portable electrical appliances fault

d) Kitchen equipment faults (other than portable electrical appliances)

e) Cooking accidents

f) Waste (accidental ignition)

g) Stage lighting system fault (including dimmer and distribution system)

h) Soft furnishings – accidental ignition

i) Stage scenery and props – accidental ignition

j) Deliberate ignition

**Control Measures**

The primary and general control measures taken by the Trustees are to 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. The equipment currently consists of the following:

2 extinguishers: 1 x 2kg CO2, 1 x 6 litre Water; a Fire Blanket and 2 x Smoke alarms fitted in the kitchen.

The advice of the inspection practitioner to increase, change or move location of the firefighting equipment is followed

.The location of the fire-fighting equipment, emergency lighting and escape routes are clearly marked on a Plan that is displayed on the wall by the front entrance and available to all users and staff.

All Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. A test of continued illumination in event of a power failure will be done quarterly. A test of the Smoke Alarms will be done quarterly.

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

Any furnishings belonging to the Village Hall that are less than one metre from the floor are made of a non-combustible material, or a material that has been Fire Proofed to the standard applicable at the time of purchase. This applies to all curtaining on the stage irrespective of distance from the floor level.

A record of key holders is kept. Also a record, by date and session, of those hirers (ie: tutors of regular classes) that have been given temporary access to a key.

The waste bins are checked each time the kitchen is cleaned for any fire hazards (eg: loose, inflammable materials such as paper). Where any loose material is found it will be placed inside the exterior waste bins or removed from site.

All Village Hall Users will be made aware of their responsibilities under the Premises License via the Booking Form.

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

**FIRE!!!**

**IN THE EVENT OF A FIRE**

**CALL 999**

The Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits, and to muster together as soon as possible at the ASSEMBLY POINT – THE GREEN HIGH STREET TUDDENHAM BY VILLAGE SIGN

A Roll Call should be taken.

NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE. There is no public phone in the Tuddenham Village Hall Dial 999 and give this address:

TUDDENHAM VILLAGE HALL HIGH STREET TUDDENHAM IP28 6SA

The Responsible Person should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.

Follow procedures for Evacuation and directions to Assembly Point - displayed in Village Hall

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.

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

If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 01638 428361 (Chairman) or 01638 712309 ( Secretary)

NOTE: All incidents no matter how small must be reported to the Village Hall Secretary

**Contacts for Village Hall overleaf**

**Village Hall Committee Contacts**

Chairman - Graham Dudley - 01638 428361

Secretary - Rona Burt - 01638 712309

Treasurer - Anne Scott - 01638 717048

Hirings Secretary - Anne Scott - 01638 717048