

Humshaugh Village Hall - Fire Risk Assessment

Area	Fire hazards	People at risk	Evaluate/Action	Plan/train in event of fire	Review - and date
Premises - overall	<ul style="list-style-type: none"> Cigarettes etc (in spite of non-smoking status of building) Identified heat & fuel sources (see below) rubbish 	<ul style="list-style-type: none"> all users Committee Visitors Cleaner 	<ul style="list-style-type: none"> No-smoking premises Need for “no smoking” notices? Is all fuel secured? Heat/fuel sources well separated? 	<ul style="list-style-type: none"> Knowing when a fire has started Fire drill: escape routes & muster point (supported by plan of the hall) Checking that hirers know of fire procedures, including announcements at start of sessions Checking safety equipment: 5 extinguishers, etc annually (Mar/Apr); alarm system twice per year; also TT will check fire system each month Raising fire alarm 	<p>Reviewed 06/06/23.</p> <p>Emergency escape bars now fitted (June 2022).</p> <p>Firepoint confirmed <u>no</u> need for new fire extinguisher in Shed (19/09/20).</p> <p>NO SMOKING signs displayed on notice boards (from 05/09/20).</p> <p>New muster sign needed outside</p>
Main hall & toilets	<ul style="list-style-type: none"> Curtains Paintwork Electrical 	<ul style="list-style-type: none"> All users (as above) 	<ul style="list-style-type: none"> 5-yearly proper electrical check ; due next in 2024 Curtains clear of ground? 	<ul style="list-style-type: none"> Stage curtains need re-proofing in 2025. Black drapes on stage were treated with flame-retardant spray in March 2022. Foam fire extinguisher in Hall (by Gents) Water fire extinguisher in Front Porch Fire alarm call point in Front Porch 	<p>Reviewed 06/06/23.</p> <p>Hall curtains were dry-cleaned in Dec 2020.</p> <p>Emergency escape bars – as above.</p>
Supper Room	<ul style="list-style-type: none"> Curtains; paintwork Cooking, electrical equipment 	<ul style="list-style-type: none"> committee hirers Cleaner 			<p>Reviewed 06/06/23.</p> <p>Refurbished in 2020-21.</p>
Kitchen	<ul style="list-style-type: none"> Cooking equipment Rubbish 	<ul style="list-style-type: none"> all users 	<ul style="list-style-type: none"> Main user <i>au fait</i> with procedures 	<ul style="list-style-type: none"> Fire blanket in kitchen 	<p>Reviewed 06/06/23.</p>
Store rooms; corridor	<ul style="list-style-type: none"> Cleaning materials Upholstered chairs Consumer unit 	<ul style="list-style-type: none"> all users 	<ul style="list-style-type: none"> Chairs are fire-retardant. 	<ul style="list-style-type: none"> CO2 fire extinguisher by back door Fire alarm call point by back door 	<p>Reviewed 06/06/23.</p> <p>Main user (ie Karyn) <i>au fait</i> with procedures.</p>
Loft	<ul style="list-style-type: none"> none 			<ul style="list-style-type: none"> Loft insulation is fire-retardant 	<p>Reviewed 06/06/23.</p>
Cellar	<ul style="list-style-type: none"> Boiler; consumer unit Archives Costumes 	<ul style="list-style-type: none"> designated ctee members 		<ul style="list-style-type: none"> Foam fire extinguisher on left by door CO2 fire extinguisher on left by door Fire alarm call point on left by door 	<p>Reviewed 06/06/23.</p> <p>Costume cupboard reorganised and greatly slimmed down (summer '22).</p>

Shed	• Consumer unit	• as above			Reviewed 06/06/23.
Premises: exterior	• Oil tank and accessories	• as above		• Fire assembly point by fence on south side	Reviewed 06/06/23.

Periodic fire safety checklist

[This should be used as a means of ensuring that safety standards, established after the fire risk assessment, are being maintained. Review the list at the June Committee Meeting, where possible.]

- Has the structural fire resistance been impaired by alterations and repairs? ^[11]_[SEP]
- Have any alterations or repairs been planned, or carried out, which might affect the fire resistance? ^[11]_[SEP]
- Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings? ^[11]_[SEP]
- Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties? ^[11]_[SEP]
- Are curtains clear of the ground? ^[11]_[SEP]
- Are fire exits and escape routes clearly marked and illuminated? ^[11]_[SEP]
- Are the lighting, and emergency lighting, systems adequate and functioning correctly? ^[11]_[SEP]
- Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating? ^[11]_[SEP]
- Are floor coverings in good condition? ^[11]_[SEP]
- Has the electrical equipment and supply been professionally checked? ^[11]_[SEP]
- Has the fire fighting equipment been serviced? ^[11]_[SEP]
- Has the detection system and battery been checked? ^[11]_[SEP]
- Are the smoking rules being adhered to? ^[11]_[SEP]
- Are the areas open to the public, free of combustible stores? ^[11]_[SEP]
- Is rubbish being kept safely and removed frequently? ^[11]_[SEP]
- Are the security measures functioning? ^[11]_[SEP]
- Do all committee members know how to use the fire fighting equipment? ^[11]_[SEP]
- Are there any hazards anticipated or overlooked? ^[11]_[SEP]
- Fire fighting equipment is in place. ^[11]_[SEP]
- Any freestanding stoves or heaters are fixed in position. ^[11]_[SEP]
- There is no combustible storage in areas open to the public.
- Manual fire alarm is operable or power is on to electrical alarm. ^[11]_[SEP]
- There is no obvious fire hazard in, or near, the building. ^[11]_[SEP]

Fire Alarm System: Morley IAS

Fire Safety & Maintenance contract: Firepoint

Responsibilities of hirers before admission of the public

- Received and signed understanding of fire arrangements.
- All exit doors are unlocked and any fastenings removed. ^[11]_[SEP]
- Ensure that designated maximum number [usually 180 – but may be (rather) fewer in ‘exceptional’ times] of people is not exceeded.**
- Escape routes are free from obstruction and available for use, and note any door on an escape route not opening in the direction of travel. ^[11]_[SEP]
- Any fire doors are closed and not wedged or propped open. ^[11]_[SEP]
- Fire fighting equipment is unobstructed. ^[11]_[SEP]
- Undertake to make known to users the exit arrangements in the event of fire alarm.

Responsibilities of hirers after end of function

- Check that heaters and cookers are turned off. ^[11]_[SEP]
- Check that all electrical appliances are turned off and unplugged. ^[11]_[SEP]
- Turn out all lights. ^[11]_[SEP]

4. Close all internal doors. ^{{}L}_{SEP}
5. Secure all outside doors and windows. ^{{}L}_{SEP}