

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; alarm system twice per year; also TT will check fire system each month Raising fire alarm 	<p>Reviewed 25/06/25.</p> <p>Emergency escape bars 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>Fire Alarm system checked by Firepoint in April 25.</p> <p>Fire extinguishers checked by Firepoint in June 25.</p>
Main hall & toilets	<ul style="list-style-type: none"> Curtains Paintwork <input type="checkbox"/> Electrical 	<input type="checkbox"/> All users (as above)	<ul style="list-style-type: none"> 5-yearly Electrical check; this was carried out in 2024 Curtains clear of ground? 	<ul style="list-style-type: none"> Stage curtains need re-proofing in 2025/26. 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 25/06/25</p> <p>Hall curtains dry-cleaned Dec 2020.</p> <p>Emergency escape bars – as above. 5-yearly Electrical check carried out early 2024: Certification received.</p> <p>Fire extinguishers checked by Firepoint in June 25.</p>
Supper Room	<ul style="list-style-type: none"> Curtains; paintwork Cooking, electrical equipment 	<ul style="list-style-type: none"> committee hirers Cleaner 		<input type="checkbox"/> Users be particularly cautious if deploying the emergency hob with the butane bottle (or in kitchen)	<p>Reviewed 25/06/25.</p> <p>Refurbished in 2020-21.</p>
Kitchen	<ul style="list-style-type: none"> Cooking equipment Rubbish 	<input type="checkbox"/> all users	<input type="checkbox"/> Main user <i>au fait</i> with procedures	<ul style="list-style-type: none"> Fire blanket in kitchen <i>See above</i> 	<p>Reviewed 25/06/25.</p>
Store rooms; corridor	<ul style="list-style-type: none"> Cleaning materials Upholstered chairs Consumer unit 	<input type="checkbox"/> all users	<input type="checkbox"/> 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 25/06/25.</p> <p>Main user (ie Karyn) au fait with procedures.</p>
Loft	<input type="checkbox"/> none			<input type="checkbox"/> Loft insulation is fire-retardant	<p>Reviewed 25/06/25</p>

Cellar	<ul style="list-style-type: none"> • Boiler; consumer unit • Archives • Heavy-duty batteries 	<input type="checkbox"/> designated		<ul style="list-style-type: none"> • Foam fire extinguisher on left by door • CO2 fire extinguisher on left by door 	Reviewed 25/06/25. Fire extinguishers checked by Firepoint in June 25.
	<input type="checkbox"/> Costumes	ctee members		<input type="checkbox"/> Fire alarm call point on left by door	Costume cupboard reorganised and greatly slimmed down (Summer '22).
Shed	<input type="checkbox"/> Consumer unit	<input type="checkbox"/> as above		<input type="checkbox"/> In the event of the (new) generator being called into action, users be particularly aware of the gas bottles in the shed & cage.	Reviewed 25/06/25.
Premises: exterior	<input type="checkbox"/> Oil tank and accessories	<input type="checkbox"/> as above		<input type="checkbox"/> Fire assembly point by fence on south side	Reviewed 25/06/25.

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.]

1. Has the structural fire resistance been impaired by alterations and repairs?
2. Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?
3. Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?
4. Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties?
5. Are curtains clear of the ground?
6. Are fire exits and escape routes clearly marked and illuminated?
7. Are the lighting, and emergency lighting, systems adequate and functioning correctly?
8. Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating? 9. Are floor coverings in good condition'?
10. Has the electrical equipment and supply been professionally checked?
11. Has the fire-fighting equipment been serviced?
12. Has the detection system and battery been checked?
13. Are the smoking rules being adhered to?
14. Are the areas open to the public, free of combustible stores?
15. Is rubbish being kept safely and removed frequently?
16. Are the security measures functioning?

17. Do all committee members know how to use the fire-fighting equipment?
18. Are there any hazards anticipated or overlooked?
19. Fire-fighting equipment is in place.
20. Any freestanding stoves or heaters are fixed in position.
21. There is no combustible storage in areas open to the public.
22. Manual fire alarm is operable or power is on to electrical alarm.
23. There is no obvious fire hazard in, or near, the building.

Fire Alarm System: Morley IAS

Fire Safety & Maintenance contract: Firepoint

Responsibilities of hirers before admission of the public

1. Received and signed understanding of fire arrangements.
2. All exit doors are unlocked and any fastenings removed.
3. **Ensure that designated maximum number [usually 180 – but may be (rather) fewer in 'exceptional' times] of people is not exceeded.**
4. 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.
5. Any fire doors are closed and not wedged or propped open.
6. Fire-fighting equipment is unobstructed.
7. Undertake to make known to users the exit arrangements in the event of fire alarm.

Responsibilities of hirers after end of function

1. Check that heaters and cookers are turned off.
2. Check that all electrical appliances are turned off and unplugged.
3. Turn out all lights.
4. Close all internal doors.
5. Secure all outside doors and windows.