

FIRE SAFETY RISK ASSESSMENT FOR SMALL PREMISES

Address	Stainton Village Hall School Lane Stainton S667QX
Date of assessment:	August 2021
Name of assessor:	Sue Barratt
Review Frequency:	Annually

Property Description

The hall is a one story stone built building built in 1999 that is used for community activities e.g.:

- Coffee mornings
- Yoga
- Village get together – dinners, concerts
- Hired for meetings, parties and voting

The hall is managed by the Village Hall Trust Ltd a Company limited by guarantee with charitable status.

Telephone number of the chair of the committee– 07941 543501

How a Fire Could Start

- Lighting equipment
- Fixed heaters – newly purchased electric radiators
- Water heater – in the cupboard under the worktop in the kitchen
- Cooking – cooker and hob. toaster
- Arson
- Waste materials in bins
- Electrical equipment – printer, audio system, kettle, hostess trolley, fridge, dishwasher, electric polisher, freezer
- Items in the store room and the loft

FIRE SAFETY RISK ASSESSMENT FOR SMALL PREMISES

How can risks be removed, replaced or reduced:

- We have annual PAT testing carried out
- All plugs are removed from sockets in the kitchen after every activity
- All bins are emptied and the contents taken off the premises after every event
- All doors are shut when the building is empty

People Affected by Fire

- Visitors including people who hire the hall
- Cleaner
- Committee members
- Trades people

FIRE SAFETY RISK ASSESSMENT FOR SMALL PREMISES

Escape Routes
The hall is small with 5 smaller rooms off the main hall (two toilets, kitchen and store room and entrance hall) as well as the alarm going off shouting FIRE will also be heard in all of the rooms. Where possible a register or signing in book will be kept so that the number of people in the hall is known The exterior kitchen door is always unlocked before any activity when the hall is in use as this is one of the emergency exits It will take 3 – 4 minutes for everyone to leave the building through any of the 3 emergency exits. One exit is wheelchair accessible. All rooms will be checked if there is a fire, especially the toilets. The store room is kept locked All emergency doors lead to the assembly point Emergency lighting and emergency lighting is built into the hall The assembly point (church gateway) is away from the building on the road
Fire Alarm
There is a fixed audible fire warning system in place Every activity begins with a fire safety talk including where fire exits are and where the fire assembly point is It is a condition of hire that hirers follow our practice of fire safety talk before starting activity The hall is small, all occupants can be alerted either through the alarm or through eye to eye contact
Fire Extinguishers
There are 4 fire extinguishers that have been replaced this year that conform to standard and have been placed on the exit routes. They have been attached to the wall: • One in the kitchen (there is also a fire blanket) • Two in the hall • One in the entrance hall

FIRE SAFETY RISK ASSESSMENT FOR SMALL PREMISES

--

FIRE SAFETY RISK ASSESSMENT FOR SMALL PREMISES

Fire Action/Emergency Action Plan (EAP)

Our EAP outlines the following procedures and is posted throughout the building and is given to anyone hiring the hall:

If the hall is rented the hirer is the "Responsible Person" and is designated as the person in charge of the hall during the hire period.

A register or signing in book must be completed at the start of every activity/event. At the start of the event the Responsible Person must inform all participants of the 3 emergency exits and the assembly point - outside the church gates.

The external kitchen door must be unlocked

Any person discovering a fire **MUST SHOUT FIRE** and the Responsible Person will instruct everyone to leave the building using the nearest available emergency exit and to muster at the assembly point. Taking the register with them a roll call must be taken to ensure all persons have evacuated the hall. Participants must not leave the assembly point until told to do so.

No matter how small the fire **CALL THE FIRE SERVICE**. Dial 999 and give the address Stainton Village Hall, School Lane, Stainton, Rotherham, S66 7QX.

On the arrival of the Fire Service, the Responsible Person should report to the Officer in Charge that a roll call has been taken place and all persons are accounted for or inform them of anyone who is missing and their last known position within the hall.

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

All incidents, no matter how small must be reported to the Stainton Village Hall Trust

FIRE SAFETY RISK ASSESSMENT FOR SMALL PREMISES

Fire Safety System Maintenance
We are in the process of developing the role of fire warden. They will maintain the fire log and ensure the fire safety signage is up to date and accurate. They will also be responsible for recording a schedule of maintenance covering escape lighting, fire fighting equipment, fire warning equipment. They will also ensure all trustees and volunteers fully understand our policy and our procedures and carry out fire drills
Summary of Significant Findings
All trustees and volunteers must take responsibility for fire safety in the hall We must emphasis the responsibility of the Responsible Person when the hall is hired out We must ensure all bins are emptied after any event All plugs in the kitchen must be removed from sockets after any event
Action Plan (Actions based on Significant Findings)
Develop and fill the role of Fire warden We need to sort out the loft and the store room.

Review Date	Comments

FIRE SAFETY RISK ASSESSMENT FOR SMALL PREMISES

Sketch Plan of Premises (Not to scale)

