



Kilve Village Hall

Registered Charity - 304569

Fire Risk Policy/Procedures/Assessment

Kilve Village Hall is a stone/brick built single storey community building on Lagger Hill, TA5 1EA. The hall is a registered charity and is run by a Management Committee of local volunteers.

The facilities comprise the Main Hall, Denovan Room, catering kitchen with serving hatch and separate men's, women's and disabled toilets. The Hall is available to hire for both private and public events. The Main Hall can hold up to 99 people (standing), 75 (seated).

There is a small decorative garden to the front and a slightly larger garden with small seated area to the rear. There are four fire exits, two to the rear and one at the western end of the building all opening onto a small Council owned car park. The fourth exit opens towards Lagger Hill. Disabled access is via either of two of the exits to the Council car park.

The hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the village hall and the hirer forms the basis of the hiring agreement. The hire agreement and standard conditions of the hire draws the hirers' attention to the health and safety and licensing obligations that the booking places upon them.

The village hall is used for variety of functions. These cover, but are not limited to, local elections, village social evenings, community clubs, parish council meetings, exercise classes and charity fund raisers.

The management committee encourages users and hirers to make themselves aware of the exit routes, the location of emergency equipment and the layout of the hall. A building plan is available on the notice board in the hallway.

Staff: The Village Hall Management committee does not employ any staff

Trades People: The committee employs local trades people both on an ad-hoc and scheduled basis for the purpose of safety checks and building maintenance. All committee members are aware of the access code for hallway door and the external key safe. Committee members have authority to give out access code, or accompany trades people on site.

Hall Users: These will generally be familiar with the layout and its emergency exit routes. The Main Hall area is open plan with two easily identifiable fire exits. Emergency lighting is situated over the fire exits and around the hall and this is tested regularly. The exits all give a direct route of exit into the car park area. The main double doors are fitted with an emergency crash exit bar to aid evacuation through double doors.

Disabled Persons: At a typical function it is possible that a number of disabled persons could be present. It is the responsibility of the Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation.

Children: It is the responsibility of the hirers and parents to ensure all children are supervised and that they are given adequate assistance in the event of an evacuation. Any future Primary Hall user groups such as a creche will be expected to carry out their own Fire Risk Assessment.

Other members of the Public (who are not using the Hall) Members of the public may walk past the Hall.

Source of ignition	Source of Fuel	Source of Oxygen
Fault in mains power supply, heating ring, ring mains, lighting circuits	Any material close to the source of the fault	Open to the air
Faulty portable electrical equipment.	The device itself and any materials close by	Open to the air
Kitchen appliances	The appliance itself and any materials close by	Open to the air
A No Smoking policy is enforced throughout the premises	N/A Smoking not permitted on site	Open to the air
Cooking accidents	Hot oil igniting on the hob or in the oven. Food burning on the hob or in the oven.	Open to the air
Arson	Any source	Open to the air
Candles and other naked flames	The candles and any combustible materials close to them	Open to the air

Fire Hazard	Likelihood 1 = low 5=high	Risk to People from fire hazard	Measures to avoid or reduce	
			The Hazard	Risk to people
Fire inside the Hall	2	Smoke inhalation. Burns Death	<p>Ensure sufficient and correct firefighting equipment is available and is inspected annually.</p> <p>The exits and firefighting equipment are clearly marked on the plan of the village hall which is displayed on the notice board.</p> <p>Ensure village hall furnishings are made of non-combustible material or a material has been fire proofed.</p> <p>Hall users are asked to remove their rubbish when they vacate the hall (i.e. emptying the bins)</p> <p>Ensure good house-keeping to reduce availability of fuel for fires.</p>	<p>Ensure Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly point is. Also ensure Hall users/hirers know that one person must be responsible for checking the building has been evacuated and the Fire service called.</p> <p>Ensure all Fire Exit doors are regularly checked for illumination, ease of opening and that the Emergency Exit routes are kept clear. Users will be made aware of their responsibilities under the Premises License (via the booking process and hire agreement).</p>

Fire Hazard	Likelihood 1 = low 5=high	Risk to People from fire hazard	Measures to avoid or reduce	
			The Hazard	Risk to people
Fire on the premises outside the hall	1	Smoke inhalation. Burns Death	<p>Ensure sufficient and correct firefighting equipment is available and is inspected annually.</p> <p>The exits and firefighting equipment are clearly marked on the plan of the village hall which is displayed on the notice board.</p> <p>Ensure village hall furnishings are made of non-combustible material or a material has been fire proofed.</p> <p>Hall users are asked to remove their rubbish when they vacate the hall (i.e. emptying the bins)</p> <p>Ensure good house-keeping to reduce availability of fuel for fires.</p>	<p>Ensure evacuation takes place AWAY from the fire location.</p> <p>Ensure Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly point is. Also ensure Hall users/hirers know that one person must be responsible for checking the building has been evacuated and the Fire service called.</p> <p>Ensure all Fire Exit doors are regularly checked for illumination, ease of opening and that the Emergency Exit routes are kept clear. Users will be made aware of their responsibilities under the Premises License (via the booking process and hire agreement).</p>
Faulty electrics in main supply, heating circuit, Lighting circuit, Kitchen appliances or portable devices	1	Electrocution while attempting to put out the fire with water	<p>A qualified electrician checks the wiring every 5 years and portable devices are checked every year ("PAT testing"). A certificate of inspection obtained for every inspection and retained.</p> <p>Appliances have PAT stickers on.</p> <p>On-going observation and maintenance of electric circuits and devices.</p> <p>Fault reporting by users.</p>	<p>Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires. Firefighting equipment is inspected and maintained in line with manufacturer's guidelines.</p> <p>Mains power shut-off is clearly signposted (to be put in place by end Sept 2023).</p>
Smoking	1	Smoke inhalation Burns	<p>A No Smoking policy is enforced throughout the premises</p> <p>Cigarette ashtrays are available outside the halls (cleared of any combustibles?)</p>	
Cooking accidents	2	Smoke inhalation Burns	<p>Ensure users are aware of appropriate safety precautions concerning the use of the oven and how to cope with oil fires</p> <p>Ensure there is a fire blanket close to the oven for putting out oil fires</p>	
Children playing with matches or other combustibles	2	Smoke inhalation Burns	<p>No matches out of safe location</p> <p>Good housekeeping</p>	<p>Ensure users/hirers are aware of their responsibility to supervise children while on the premises</p>

Fire Hazzard	Likelihood 1 = low 5=high	Risk to People from fire hazzard	Measures to avoid or reduce	
			The Hazzard	Risk to people
Arson	1	Smoke inhalation Burns	Ensure hall users/hirers are aware of their responsibility for the hall during their occupation, to take reasonable steps to prevent wilful damage and to ensure the premises is locked on departure	Wherever possible, locking mechanisms are fitted for ensuring internal safety without comprising emergency exit.

Policy reviewed at least annually

Last review: 14/08/2023

Next review: Jan 2024