

LLANDENNY VILLAGE HALL FIRE RISK ASSESSMENT

ESTABLISHMENT: Llandenny Village Hall **Persons or group at risk:** Users

ASSESSED BY: Llandenny Area Community Trust Trustees

Approx number of persons at risk: up to 100

Persons especially at risk: people with poor mobility

DATE: 30/1/24

Next assessment date (before): 30/1/ 25

Principal Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to, sewing groups, dance lessons, private parties, pop-up pubs, village events. e.g. barbeques and charity fund raisers.

The Hall Trustees encourage all regular 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.

The Trustees and Management Committee encourages hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users, is published on the web site and is also on the notice boards of the Main Hall.

People at Risk of Fire

Trades People: The committee employs local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. The cleaner can access the building and is generally on her own when working. Local trades people who are familiar with the building may gain access to the Hall by arranging to meet with a trustee while others are always escorted by one or more trustees.

Hall Users (up to 100 maximum inside, at any time): These will generally be familiar with the Hall. Those that are not will find the simple layout easy to navigate and assimilate. The Main Hall area is open plan and has 2 easily identifiable fire exits. Lighting is installed over fire doors, and this is tested regularly. Both the exit doors to the outside must be kept unlocked during use.

Disabled Persons: At a typical function there may possibly 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. Emergency exit door in the main hall are serviced by a ramp, and the emergency exit door in the toilet area is level with the path outside, so there are no barriers to wheelchairs.

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

Regular hall user groups, expected to have carried out their own Fire Risk Assessment.

Possible Causes of fire

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling).	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Faulty fixed electrical equipment (audio visual equipment, wall heaters)	The device itself and then any combustible materials close to it	
Kitchen appliances (i.e. hob, oven, fridge, kettle, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking accidents	Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob, or on the barbecue outside	Open to the air
Arson	Could be any source	Open to the air

Fire hazard	Likelihood 1=low 5=high	Risk to people from fire hazard	Measures to avoid or reduce the hazard	Measures to avoid or reduce the risk to people
Fire inside the Hall	2	Smoke inhalation . Burns. Death.	<p>Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate.</p> <p>The location of fire-fighting equipment and exits are clearly marked on a plan of the village Hall, which is published on the notice boards.</p> <p>A test of continued illumination in event of a power failure is done quarterly.</p> <p>Ensure that village hall furnishings are made of a non-combustible material or a material that has been Fireproofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc.</p> <p>Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)</p>	<p>Ensure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are. <input type="checkbox"/> A smoke detection system has been installed so that an alarm will be raised if a fire or smoke is present; it also includes heat detection in the room most at risk – the kitchen. <input type="checkbox"/> Ensure the hirers know that they must organize a fire marshal to check the building has been vacated after alarm and that the fire brigade has been called out (as appropriate). <input type="checkbox"/> Hirers are directed to ensure all Fire Exit doors opening and that the Emergency Exit Routes are clear. <input type="checkbox"/> The Trustees test the ease of access to and through the escape routes and to the assembly points at least once per year and logs the results. Users are made aware of their responsibilities under the Premises License (via the Booking process). <input type="checkbox"/> Regular User Groups are advised that they should carry out their own Risk Assessment and that a copy should be

				lodged with the Management Committee.
Fire on the premises outside the Hall.	1	Evacuating people towards the source of the fire		<input type="checkbox"/> Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is coordinated properly and safely.

Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances, portable devices or fixed electrical items.	1	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the fixed wiring once every 5 years and portable appliances are checked every year. A Certificate of Inspection is obtained for each inspection. All hard wired appliances are tested every 5 years and a certificate is obtained.	<p>Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires.</p> <p>Hirers are advised that they should only bring tested appliances onto the premises</p>
Smoking	3	Smoke inhalation. Burns.	A No Smoking policy enforced throughout the premises. No Smoking signs are strategically placed throughout the building.	
Cooking accidents	3	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker. No deep fat fryers are allowed.	Ensure there is a fire blanket available close to the hob, for putting out oil fires
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.		Ensure hirers are aware of their responsibility to supervise children while inside the Hall.
Arson	1		Ensure Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.(User manual for the hall)	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.