



High Halden War Memorial Hall

Fire Safety

- ❖ Fire Risk Assessment – updated 14th November 2016
- ❖ Evacuation Procedure
- ❖ Plan of hall showing fire exits, firefighting equipment and smoke detectors
- ❖ Fire extinguisher instructions, details of escape routes and assembly points.
- ❖ Testing schedule

High Halden War Memorial Hall – FIRE RISK ASSESSMENT

The aims of this assessment are to:

- Identify the fire hazards
- Reduce the risk of those hazards causing harm to as low as reasonably practical
- Decide what physical fire precautions and management arrangements are necessary to ensure the safety of the people in the hall if a fire does start.

Identify the Fire Hazards – consider Ignition sources, fuel sources, oxygen sources

The following have been identified in the hall:

Ignition sources

- Kitchen area – oven, microwave, kettles, tea urns
- Various – electric sockets, electrical leads, 13 amp plugs
- Boiler
- Electrical equipment bought into hall and or used by hirers e.g. fans, craft equipment,
- Photocopier and modem in small store cupboard

Fuel Sources

- Central Heating Oil
- Cleaning materials
- Foam, wooden tables, cushions (stored under stage and boxed in other areas)
- Curtains including long stage curtains (unlabelled)
- Cardboard and Paper (in store rooms and behind stage)
- Building material in body of the hall e.g. wooden beams in ceiling.
- Dust in ceiling and higher parts of hall
- Equipment/tools/materials used by organisations including brownies, craft club, bowls club.

Sources of Oxygen

- Main hall
- Open windows and doors

WHERE THE ABOVE SOURCES COMBINE, THERE IS A RISK OF FIRE

Identify the People at Risk

- Hirers and users of the hall
- Cleaner who normally works alone
- Children - private events, brownies, events open to public, organisations events
- Disabled users and frail elderly users including wheel chair users and those reliant on walking frames.

Remove, Reduce and Protect

- Undertake regular inspections of electrical equipment
- Organise 5 yearly inspections of electrical systems
- Organise annual service of the boiler
- Review condition of the oil tank on a quarterly basis
- Foam (bowls club) and cushions to be stored away from ignition sources
- Arrange annual big clean including high level to eliminate dust build up
- Christmas and other decorations to be stored in designated storage areas away from ignition sources.
- Craft/brownies equipment and materials to be stored after each session in designated storage areas away from ignition sources.
- Candles must only be used with express permission of the management committee and then only in main hall. They must never be left unattended.
- Cleaning materials to be stored correctly with quantities stored in the hall kept to a minimum.
- Have in place regular testing process to include: emergency lighting, firefighting equipment, rechargeable torches, Emergency signs, exits and smoke detectors,
- Ensure that no cardboard, decorations or materials are kept/left in the boiler area.

Alarm

The hall does not have an alarm or siren to alert users to a fire/need to evacuate. However as the hall is only on the ground floor with easy access to all rooms a shouted alarm should be adequate subject to the responsible adults in charge ensuring that toilets, the kitchen, the stage area and the large store cupboard (if being used) are checked if it is safe to do so.

Escape Routes

Exit via the front door or emergency exit in the main hall allow easy access for all users including those in wheel chairs and should be used for evacuation whenever possible.

The fire door at the end of the corridor adjacent to the boiler room leads out onto a path at the end of the hall. To exit in a wheelchair or buggy requires a 90 degree turn onto a narrow path.

As the hall is all on the ground floor and with the majority of users only being in the main hall or toilet areas, helping frailer or disabled users including those in wheelchairs to exit via the main door or exit door in the main hall should be possible in virtually all situations.

Both of the emergency exits are operated by an exit bar which is 1.57m above the ground. They have been tested and adults should be able to operate them without problems. Smaller children would struggle but they will always be supervised by a number of responsible adults.

Assembly Points

Things to consider:

- Is the location a safe distance from the building?
- Is the space large enough for those using it?
- Is it possible to get safely to the assembly area?
- Is the layout and construction of the route to the assembly point, suitable and safe for those using it ?
- When deciding on the location of the assembly point, has consideration been given to the dangers from fire engines etc. arriving on the scene?
- Do emergency procedures ensure safety en route to the assembly point, e.g. when crossing traffic routes?

The obvious assembly point is across the A28 into the lay by area in front of XXXX however there is a danger of crossing this busy road especially if there is an element of panic or excitement.

The front garden area is too close to the hall in the event of a fire

The path along the A28 is narrow in either direction and is extremely dark in the evenings when a number of the hall activities take place. People may become scattered making it hard to check that no one is missing or potentially left in the building.

Further action needed

URGENT – agree assembly area

Review siting and use of the photocopier and modem – small store cupboard with a lot of potential fuel sources – paper records, decorations, flags, craft equipment

Side fire escape – ensure door is opening correctly and that hedge outside is cut back to ensure exit route is clear. Check lighting is available to facilitate escape.

Equipment to facilitate evacuation in the dark and the safe crossing of the A28 or walk along the paths by the A28 if needed – 4 high vis jackets for responsible adults to wear, provision of rechargeable torches. 2 by front door and one by side emergency door. (these to be checked monthly at same time as emergency lighting)

Updated by DH/KB 20th Nov 2016

References used

ACRE's Village Hall Information Sheet 37 – Fire Safety in village halls – reviewed June 2012.

Fire Safety Assessment – HM government publications - Example fire safety maintenance checklist A1 Appendix A

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14892/fsr-a-healthcare.pdf