

# Fire Risk Assessment

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A safety guide for users of the hall

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[www.stanfordvillagehall.com](http://www.stanfordvillagehall.com)

Stanford in the Vale Village Hall, Hunters Field, Stanford in the Vale. SN7 8LR.  
Registered Charity No. 272157

## Description of the Premises

Stanford in the Vale Village Hall is a modern, brick-built, community building situated centrally within the village, off Hunters Field, next to St Deny's Church. *It meets all current building regulations regarding fire hazard and disabled access.*

The building comprises:

**Main hall** with associated entrance lobby, committee room, separate men's, women's and disabled toilets, a cloakroom, a complete kitchen with servery as well as a raised stage. A communal corridor leads to the side of the stage, table storage and on to the:

**Small hall**, with associated entrance lobby, separate men's, women's and disabled toilets and a kitchenette.

Internal doors are fire-resistant. Exit doors open outwards and emergency exits are operated through the use of a "crash bar". Curtains are made of fire-resistant material. Cooking facilities are electrically powered, whilst the hot-water and heating system runs from an oil-fired boiler, with supplementary electric heaters in the main hall.

There are several storage rooms throughout the building (for furniture and other equipment).

There are two externally accessible rooms which house the boiler and electrical distribution boards respectively (these are not accessible to hirers).

The car park to the front and east of the building, has space for approximately 40 cars (including 3 disabled spaces).

**A total of five emergency exits** in addition to the 2 main entrances lead directly out of the building (see plan). These are clearly lit with **emergency lighting**. The premises meet all the requirements of the current disability legislation. In the event of a fire, the designated ASSEMBLY POINT is the furthest corner of the car park.

The entire premises are a **NO SMOKING** area. Additionally, no **FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES** or **IGNITED CANDLES** are permitted inside the building. **Smoke/heat detectors** in various locations throughout the hall automatically trigger an alarm in the event of fire.

**Fire extinguishers** are situated in both halls, entrance lobbies, kitchen, stage, corridors, and boiler room. They are inspected/serviced annually.

**Fire Hazard is low, and therefore RISK IS LOW.**

## Principal Uses of the Village Hall

The hall is hired by a range of organizations, and private individuals for a wide variety of activities, some of which are licensable. The Terms & Conditions of hire (available at [www.stanfordvillagehall.com](http://www.stanfordvillagehall.com)) between the Village Hall and the Hirer forms the basis of the hire agreement. The booking process draws the hirer's attention to the health and safety and licensing obligations that the Booking places upon them.

A license for the sale of alcohol can be provided and must be obtained (through the booking process) before the event. The Hirer is responsible for meeting the obligations of the license and must seek permission from the Management Committee's Designated Premises Supervisor to sell alcohol.

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The Trustees encourage all 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.

This Fire Risk Assessment has been undertaken by the Trustees to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

**THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD.** It is advisable to take note of the name of everyone attending your event (see Roll Call on page 5).

The Trustees encourage Hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment & escape routes. **The plan is available to all Hall users and is also displayed on the wall by the side entrance.** They should also identify the assembly point.

### People at Risk

Those at risk in the event of fire are:

- **Staff/Contractors:** The Trustees employ local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Local trades people who are familiar with the building may gain access to the hall by borrowing a key, while others are escorted by one or more Trustees. Consequently, tradespeople may be on their own in the building.
- **Hall Users (up to 210 inside at any time):** These will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate. Both halls are largely open plan and have easily identifiable fire exits. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. All emergency exits lead directly outside and are fitted with a push-bar release.
- **Disabled Persons:** There may be a number of disabled persons in the hall during any hiring. It is the responsibility of the hirer to ensure disabled persons are given adequate assistance in the event of an evacuation. Note that in the main hall area, only the main entrance and centre emergency exits have ramped access, suitable for 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.
- **Other Members of the Public (who are not using the hall):** In the event of an evacuation, the hirer should ensure that no members of the public attempt to enter the premises until it has been declared safe.

### Possible Causes of Fire

- a) Main power supply fault
- b) Heating/hot-water boiler fault
- c) Portable electrical appliance's fault
- d) Kitchen equipment faults (other than portable electrical appliances)
- e) Cooking accidents
- f) Waste (accidental ignition)
- g) Stage lighting system fault (including dimmer and distribution system)
- h) Soft furnishings – accidental ignition
- i) Stage scenery and props – accidental ignition
- j) Deliberate ignition

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## Control Measures

The primary and general control measures taken by the Trustees are to ensure that:

- **Suitable & sufficient fire-fighting equipment is available** and that a qualified practitioner inspects it at least once per year. A Certificate of Maintenance will be obtained for each inspection. Equipment locations are detailed on the accompanying plan.
- **The advice of the inspection practitioner** to increase, change or move location of the fire-fighting equipment is followed.
- **The location of the fire-fighting equipment**, emergency lighting and escape routes are clearly marked on a plan that is displayed on the wall by the front entrance and available to all users and staff.
- **All emergency exit doors are checked for illumination**, ease of opening and that the emergency exit Routes are clear on a weekly basis. A test of continued illumination in event of a power failure will be done quarterly. A test of the Smoke Alarms will be done quarterly.
- **The Trustees test** the ease of access to and through the escape routes and to the assembly points at least once per year and log the results.
- **Any furnishings** belonging to the Village Hall that are less than one metre from the floor are made of a non-combustible material, or a material that has been Fireproofed to the standard applicable at the time of purchase.
- **The oil-fired boiler** is serviced annually.
- **The electrical system** is subject to a 5 year **\*\*EIEC\*\*** Inspection and recommended remedial works are undertaken by a suitable qualified contractor.
- **Security lighting** (dusk 'til dawn sensor operated) is provided and maintained at the entrance to each hall to discourage potential intruders.
- **A record of key holders** is kept. Also a record, by date and session, of those hirers (ie: tutors of regular classes) that have been given temporary access to a key.
- **The waste bins are emptied regularly** each time the hall is cleaned, so any fire hazards (eg: loose, inflammable materials such as paper) are removed from the interior.
- **All Village Hall Users will be made aware** of their responsibilities via the Terms & Conditions of hire and this document at time of booking.
- **All Regular User Groups will be advised** that they should review this updated document and carry out their own Fire Risk Assessment where appropriate. Whilst the Trustees will advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

**SEE PAGE 6 FOR DIAGRAM SHOWING FIRE EXITS, FIRE FIGHTING EQUIPMENT AND EMERGENCY LIGHTING**

**ASSEMBLY POINT: Furthest corner of car park**

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# FIRE!

## In the event of a Fire

### SOUND THE ALARM, THEN DIAL 112

- 1) On hearing the alarm, all users must leave the building using the nearest available emergency exit, and to gather as quickly as possible at the ASSEMBLY POINT – the furthest corner of the car park.
- 2) **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** If you have a mobile phone, Dial **112** ask for the Fire Brigade and give this address:  
**Stanford in the Vale Village Hall, Hunters Field, Stanford in the Vale, SN7 8LR.**
- 3) The **Responsible Person** should delegate a member of their group to conduct a roll-call.
- 4) The **Responsible Person** should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- 5) On the arrival of the Fire Brigade, the **Responsible Person** should report to the Officer in Charge that a Roll Call has taken place and all persons are safe, or should inform him/her of anyone who is missing from their last known position.
- 6) Attempts to extinguish the outbreak of fire using the equipment provided should be only carried out if it is considered safe to do so. If there is any doubt leave the building immediately.
- 7) If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 01367 710789 (Chairman) or 0794 1500442 (Treasurer).

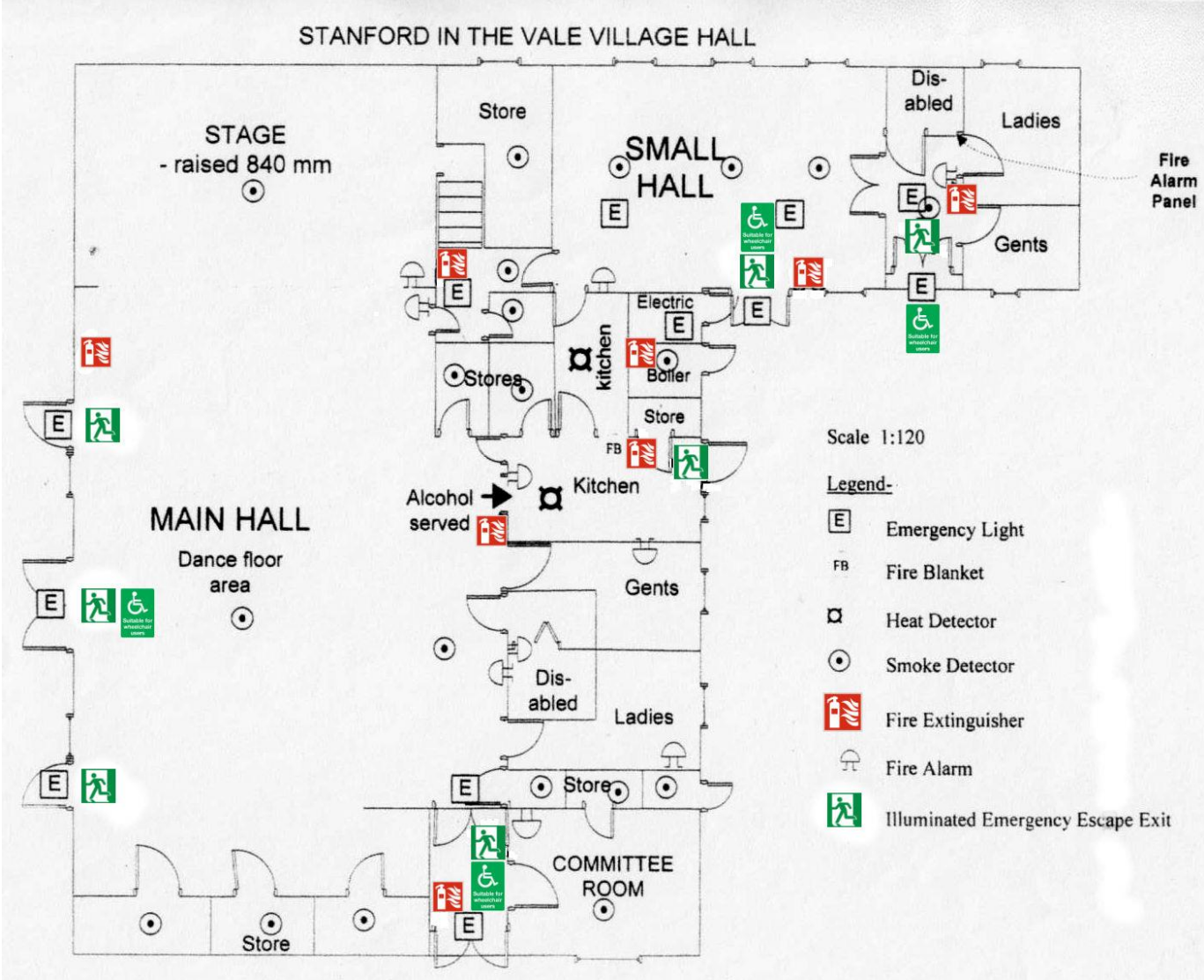
NOTE: All incidents no matter how small must be reported to the management committee

#### Village Hall Committee Contacts

|            |                     |              |
|------------|---------------------|--------------|
| Chairman   | <b>Janet Warren</b> | 01367 710789 |
| Vice-Chair | <b>Carol Austin</b> | 07528 176740 |
| Treasurer  | <b>Peter Lewis</b>  | 07941 500442 |

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