

**Great Easton Village Hall**  
**www.greastonvillagehall.co.uk**  
**High Street, Great Easton, Market Harborough, LE16 8ST**  
**Charity Reg. No: 511066**

## **Fire Safety Risk Assessment**

### **Description of Premises**

Great Easton Village Hall is a stone-built single-story community building. The Hall is a registered charity and is run by a Management Committee of local volunteers. The committee consists of representatives from user groups and elected members of the public.

The facilities comprise the Main Hall, Stage, Bar Area, Office Room, Kitchen, toilets and hall/lobby areas. There is also a small garden. There are two emergency exits to the rear of the building, and the main entrance to the front of the building.

The Hall is hired by a range of organisations and private individuals for a variety of activities. All hirers are given a copy of the Terms and Conditions of Hire which draw the hirers' attention to the health and safety obligations that the booking places upon them.

The Village Hall Management Committee encourages 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 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 shown by all hall exits next to the evacuation procedures

### **People at Risk of Fire**

#### **Staff**

The Village Hall Committee does not employ any staff

#### **Trades People**

The committee employs local trades people on an ad-hoc basis for the purposes of building maintenance. Local trades people who are familiar with the building may gain access to the Hall by borrowing a key from the committee, while others are always escorted by one or more committee members.

#### **Hall Users**

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 3 easily identifiable fire exits. Emergency lighting is installed over fire doors and around the Hall, which is tested regularly. There are fire doors fitted with push-bar releases in the bar area that exit directly outside at the rear of the Hall. The fire door next to the office room must be kept unlocked whenever the hall is in use.

#### **Disabled Persons**

At a typical function there may be 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 doors in rear of the Main Hall are on a level with the paths outside, so there are no barriers to wheel chairs.

#### **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)**

Members of the public may walk past the front of the Hall and through the car park.

### **Fire Equipment**

3 x 6 Litre Water Extinguisher  
1 x 2 Kg CO2 Extinguisher  
1 x 2 Kg Dry Powder  
1 x Fire Blanket

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**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
Gas leak in mains supply to boilers.	Any combustible materials close to the boilers (in the Small Hall)	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
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.	Open to the air
Arson	Could be any source	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air

**Control Measures**

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 that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate. The location of fire-fighting equipment and exits are clearly marked on the plan of the village Hall, which is shown by all hall exits next to the evacuation procedures</p> <p>All emergency evacuation lights are tested monthly and a power drop test is conducted once per year. Ensure that village hall furnishings are made of a non-combustible material or a material that has been Fire Proofed 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 Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly point is. Also ensure the hirers know that they must organize a fire martial to check the building has been vacated and that the fire brigade has been called out (as appropriate).</p> <p>Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. The Management Committee tests the ease of access to and through the escape routes and to the assembly points at least once per year and logs the results. Regular User Groups will be advised that they should carry out their own Risk Assessment.</p>

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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	Evacuating people towards the source of the fire		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 or portable devices.	1	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the fixed wiring once every 5 years. A Certificate of Inspection will be obtained for each inspection. Portable appliances are checked by the committee every year.	Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires.
Gas leak in mains supply to boilers and oven	1	Death from explosive combustion and associated damage.	Ensure that the gas appliances are maintained and tested at least once per year. A safety inspection certificate should be obtained after each service.	
Smoking	3	Smoke inhalation. Burns.	A No Smoking policy will be enforced throughout the premises. No Smoking signs will be 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 and how to cope with oil fires. 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	Smoke inhalation. Burns.	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.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

### Fire Assembly Point

The fire assembly point is on the green space opposite the front of the hall

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**Plan of the Hall**

