

Little Witley Village Hall Fire Risk Assessment Policy

Address:	Little Witley Village Hall Bank Road Little Witley Worcester WR6 6LS
Tel Number:	None
Used As:	Community facility

Property Description

Little Witley Village is situated in the middle of the Worcestershire countryside. The Hall is a fully brick built structure with a lounge bar, toilets, kitchen facilities and two small store rooms. It has a fully furnished terrace, a tarmac car park and landscaped surroundings.

Occupancy

Times premises in use:

Generally 8am – 12pm

Hall available but not used every day

The Hall is licensed up to a maximum 200

Number of floors = 1

Number of stairs = 0

How a Fire Could Start

- Main electrical power supply fault
- Portable electric appliance fault
- Kitchen equipment fault and cooking accidents
- Waste - accidental ignition
- Lighting system fault, including dimmer and distribution system
- Soft furnishings - accidental ignition
- BBQ gas cylinder hazards and burns

People Potentially Affected by Fire

- Cleaner - 1 person

- Trades people - Trustees employ local traders for maintenance work and equipment checks. Those traders familiar with the building have access to the hall by code. A committee member accompanies others.
- Hall users are asked to read this document so that they are familiar with the fire warning system, emergency lighting and evacuation procedures.
- Disabled persons - it is the responsibility of hall hirers to ensure that anyone disabled is given adequate assistance in the event of an evacuation from the hall.
- Children - It is the hirers' responsibility to ensure that any children present are supervised.

Statement of Policy

Responsibilities

It is the responsibility of the Trustees to take the following control measures:

- Provide sufficient and correct fire fighting equipment that they are well maintained.
- To provide emergency lighting and escape routes that are clearly marked.
- To ensure all fire exit doors are checked for illumination, ease of opening and that exit routes are kept clear.
- Provide security lighting to front and rear of the building
- Undertaking formal inspection of designated Fire Doors in line with government guidance

The Trustees of Little Witley Village Hall also have responsibility for the repair and maintenance of the Hall.

All hirers and users have a responsibility to read this and be aware of the actions to take in the event of a fire. Agreement to hire or use the hall will imply acceptance of this responsibility. A record of this Risk Assessment can be found in the entrance hall, so that it is brought to the notice of those working or using the hall.

LWVH Fire Risk Management Systems

Fire risk assessments are reviewed annually or sooner if required. These assessments will include review of evacuation procedures to a safe assembly point plus maintenance and testing requirements for fire safety equipment

Fire Safety Systems

Fire Warning System

Actuator buttons are located in the main hall, near to the main entrance, alongside the Fire Exit Door in the lounge bar and in the kitchen

Escape Lighting

Emergency lighting can be found in the main hall the lounge bar and the kitchen.

Fire Extinguishers

These are located in the main hall, the lounge bar and the kitchen.

Fire Blankets

These are located in the small meeting room/bar and the kitchen. Appropriate instructions are located close by.

Fire Procedures

HALL USERS SHOULD FAMILIARISE THEMSELVES WITH THE FOLLOWING FIRE ADVICE

Disabled persons - it is the responsibility of Hall hirers to ensure that these people are given adequate assistance in the event of an evacuation

Children - It is the hirers' responsibility to ensure that children are supervised

Escape Routes are located as below:

- Main Hall Door
- Hall Fire door located on the South West wall
- Lounge Bar Fire Exit door located on the North West wall
- Side door off the kitchen in an emergency

Fire Alarm Actuator buttons for the fire alarm system are located as follows:

- In the main Hall
- The small meeting room and bar
- In the kitchen

Fire Extinguishers are located

- In the main hall
- The small meeting room with bar
- The kitchen

FIRE ACTION

- DIAL 999
- The responsible person to instruct all persons to leave the building using the nearest available exit

- Do a roll call or head count
- Ensure no one re-enters the building
- Attempts to extinguish the outbreak of a fire using a fire extinguisher should only be carried out if considered to be safe

Date of Initial Assessment: April 2019

Reviewed: April 2021

Revised Assessment: July 2023

Reviewed July 2023

Name of Assessor: Iain Inglis

Details of Assessor: Village Hall Committee Trustee

Review Frequency: Annual

Signed: 

Print Name: P.J. Owen

Date: 21/10/24