

# Hope Village Hall

## Fire Safety Risk Assessment

Name of premises: Hope Village Hall (HVH)  
Hope, Minsterley, Shropshire, SY5 0JB

Designated Responsible Person: Jo LONGSTAFF (Chair, HVH Management Committee)

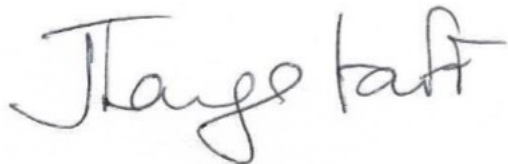
Person completing the Assessment/  
Designated Competent Person: Barry PEABODY (HVH Management Committee member)

### FIRE SAFETY POLICY:

Our policy is to protect all persons, including volunteers, customers, contractors and members of the public from potential injury and damage which might arise from a fire at our premises.

We will provide safe and healthy working conditions, equipment and systems of work for all volunteers. We will provide all information, training and supervision required for this purpose.

This policy has been signed by Jo LONGSTAFF as confirmation of the Management Committee's commitment to fire safety and compliance with all legal requirements.



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Jo LONGSTAFF (Chair, HVH Management Committee)

**Description of the premises:**

Building construction	1995 DETACHED, SINGLE STOREY, PURPOSE BUILT VILLAGE HALL OF BRICK AND BLOCK CAVITY WALL CONSTRUCTION UNDER A LOFTED ROOF-SPACE WITH TIMBER TRUSSED RIDGE ROOF AND COMPOSITE SLATE TILES.
Approximate area	230 m <sup>2</sup>
Number of floors	One
Considered level of risk	LOW

**Plans of the building and its grounds are attached, showing escape routes, fire extinguishers points and the position of a fire alarm.**

**Volunteers and visitors:**

Use of the Hall and if any of the users have mobility issues	<p>HVH IS RUN BY VOLUNTEERS MANY OF WHOM ARE IN THEIR MID TO LATER LIFE, BUT ALL ARE ABLE-BODIED.</p> <p>THE HALL HOSTS MANY EVENTS THAT ARE ATTENDED BY OLDER PERSONS AND SEVERAL OF THEM WILL HAVE SOME FORM OF MOBILITY ISSUES.</p> <p>HVH COMPLIES FULLY WITH THE DISABILITY DISCRIMINATION ACT 1995 AND IS FULLY ACCESSIBLE FOR PEOPLE WITH DISABILITIES WHO ARE USING THE HALL, INCLUDING HAVING TWO DOUBLE-DOOR RAMPED ENTRANCEWAYS/EXITS TO ALLOW EASY ACCESS FOR WHEELCHAIR USERS.</p> <p>THE HALL IS OFTEN UNOCCUPIED BUT MAY BE USED AT ANY TIME OF THE WEEK, BETWEEN 08.00 AND 01.00 (APPROXIMATELY), DEPENDING ON ANY PARTICULAR EVENT BEING HELD.</p> <p>IT IS NOT POSSIBLE TO STATE THE MAXIMUM NUMBER OF PEOPLE WHO WOULD BE IN ATTENDANCE ON ANY PARTICULAR OCCASION, OTHER THAN TO SAY THAT THE HALL'S MAXIMUM ALLOWED CAPACITY IS 184, BUT THIS CAPACITY IS VERY SELDOM MET AND THE NORM WOULD BE BETWEEN 1 TO 50 PEOPLE.</p>
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**The following Assessment has been compiled in accordance with:**

- 1. The Regulatory Reform (Fire Safety) Order 2005, which reformed fire safety laws and covers general fire precautions and other fire safety duties in non-domestic property; and**
- 2. The UK government's '5 Key Steps' checklist to completing a Fire Safety Risk Assessment**

## 1: Fire hazards and Control methods

Source of ignition	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as completed
Cooking facilities	Kitchen	The electric cooker and its ceramic hob have no flame for ignition of materials  Very limited use of oil-based cooking products and the cooker is always supervised. Nevertheless, an approved Fire Blanket is kept within easy reach should it be required	Yes				
Heaters	Main Hall	Main Hall heating is by a directional blown air unit positioned high on an end wall and which is located away from any combustible materials. A dust filter on top of this unit is cleaned quarterly by the Hall's maintenance team	Yes				
	Kitchen	Electric ceramic wall heater is located just below ceiling height and away from any combustible materials					
Fixed electrical equipment	All rooms	Fixed electrical installations are inspected every 5 years by a qualified electrician who undertakes all electrical work, other than some changing of bulbs.  Child safety devices fitted to all sockets  With adequate power sockets, trailing leads across floorspace are rarely used and only permitted for a specific purpose and short duration. All hirers are advised of the dangers and must	Yes	The 5-year inspection took place in July 2021 by Mike HOCKLY, a qualified electrician.	BP	2026	

		sign to confirm they have read and will conform to the terms of HVH Fire Safety Risk Assessment					
Lighting equipment	All rooms	All lights are ceiling fixed and not in proximity to combustible materials	YES				
Smoking materials	All rooms	As an enclosed premises that are open to the public, the whole of HVH is a no-smoking area and signage is displayed accordingly.  2 sand-filled buckets are placed outside the premises for the use of smokers to extinguish their smoking materials	Yes				
Arson		Volunteers are on duty at Hall-run events and Hirers are required to sign their acceptance of and adherence to all the HVH Risk Assessments  There is no waste collection from HVH so no external bins holding combustible materials.  All rubbish is taken away by volunteers  Building is always locked and secured when not in use  There is no letter box giving access to the building	Yes				

Source of fuel (what might burn)	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as completed
Paper/cardboard etc	Store room, Entrance hall, Kitchen	Paper, in the form of documents and copy paper etc is stored on shelving or in filing cabinets to which the public do not have access and none is close to any source of ignition	Yes				

Furniture/ fittings (e.g. curtains etc)	Main Hall and furniture storage room	Curtains and the red/blue chairs are fire retardant.  All other chairs with small soft- furnished seats are never near any source of ignition	Yes				
Electrical equipment		PAT testing is undertaken annually. Hirers are advised that all PAT items must have been tested within the last 12 months	Yes	6.1.2022. PAT for 42 items made by Carl FLEMING. Due again by 01.2023	BP		BP
Flammable liquids/gases (e.g. oils/paints/solvents)	Committee Room, Kitchen and storeroom	Automatic hand sanitiser machines are in the Entrance Hall, Main Hall and Kitchen. They all contain 70+% alcohol in the sanitiser  Cleaning materials are kept in a locked and marked cabinet in the Committee Room and in a kitchen cupboard, to both of which the public have no access.  One tin of paint is kept in the locked storeroom, to which the public have no access  COSHH assessments have been completed for all of these materials	Yes				
Waste materials		There is no waste collection from HVH so no external bins holding combustible materials.  All rubbish is taken away by volunteers	Yes				

## 2: People at Risk

What is the risk	Location	Control measure(s)	Suitable Y/N	What needs to be done	By whom	By when	Signed as completed
People with disabilities (including mobility, hearing, vision impairment)	All rooms	<p>HVH is run by volunteers many of whom are in mid to later life, but all of whom are able-bodied.</p> <p>The Hall hosts many events that are attended by older persons and several of them will have some limited form of mobility issues.</p> <p>HVH complies fully with the disability discrimination act 1995 and is fully accessible for people with disabilities who are using the hall, including two ramped entranceways/exits for wheelchair users.</p>	Yes				
Staff working alone	All rooms	Volunteers, the cleaner and some contractors may sometimes be working alone. All have been advised in procedures applicable in the event of fire	Yes				
Visitors unfamiliar with the building		<p>At HVH events there are always HVH volunteers in attendance to guide visitors.</p> <p>HVH is a single storey building with non-slip flooring and without trip hazards.</p> <p>Hirers running their own events have signed to confirm their understanding and adherence to HVH H&amp;S and Fire Safety Risk Assessments, that require them to supervise their attendees.</p>	Yes				
Contractors		Contractors are generally accompanied by a volunteer but if	Yes				

		working alone are given instructions on what to do in the event of a fire					
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### 3: Evaluate, Remove, Reduce and Protect

Evaluate your fire safety precautions	Y/N	What needs to be done	By whom	By when	Signed as completed
Are possible ignition sources kept separate from combustible materials	Yes				
Are possible ignition sources controlled to minimise the risk of fire	Yes				
Would a fire be discovered quickly? Will everybody be warned of the fire immediately	Yes				
Is escape possible in more than one direction	Yes				
Can everyone escape (with or without assistance)	Yes				
Are the exits easy to identify and reach	Yes				
Are escape routes free of obstruction	Yes				
Do Fire Escape doors open outwards	Yes				
Are Fire Escape doors easy to open	Yes				
Is the alarm system tested and maintained in accordance with the relevant British Standard	Yes				
Is the emergency lighting system tested and maintained in accordance with the relevant British Standard	Yes				
Are fire extinguishers tested and maintained in accordance with the relevant British Standard	Yes				

#### Fire Fighting and Detection

Fire warning system	Mains electric smoke alarm in ceiling of Main Hall, checked monthly
Emergency lighting	Automatic emergency lighting in each room in the event of power cut, checked monthly. Escape routes are all signed with emergency lighting
Other fire preventing methods	None maintained
Fire extinguishers and fire blanket	As shown on the Plan
Fire escape routes and exits	As shown on the Plan

## 4: Record, plan and train

### Procedures and Training

How will people be warned if there is a fire	The person discovering the fire should raise the alarm by shouting, 'Fire'
What should users do if they discover a fire	The person discovering the fire should raise the alarm by shouting, 'Fire'
What is the evacuation procedure	<p>Because no staff are employed at the Hall, there are no designated Fire Wardens. Members of the HVH Management Committee and other volunteers who assist at Hall events are issued instruction in evacuation procedures and in what action to take in the event of fire. Whichever volunteer is on site will usher all occupants through the two double-door escape routes to assemble at the Fire Assembly Point at the entrance to the cemetery, 100 metres along the road to the right, checking all rooms are unoccupied, including toilets, before leaving.</p> <p>The rooms furthest from the two double-door escape routes are the kitchen and the Committee Room. Each of these has an internal opening external door, neither of which is a designated fire door or escape route. These doors must be locked when the building is occupied and in the event of fire occupants of these rooms should make use of the two double-door escape routes. In the event that their passage to these escape routes is blocked, keys to the external doors in the kitchen and Committee Room are located alongside them so they could be used to exit the building and volunteers and Hirers have been notified of this.</p> <p>Because no staff are employed at the Hall and no HVH volunteer may be present when the building is in under hire, Hirers are responsible for the Hall and the persons in it during the period of hire. Hirers have been advised of evacuation procedures and the locations of escape routes and firefighting equipment are marked on a plan that is posted in the Hall and on the HVH website and is also provided at the point of hire.</p> <p>By signing the Hiring Agreement Hirers confirm that they have made themselves aware of the content of this Risk Assessment, which is posted on the HVH website, and that they must make themselves familiar with the provided firefighting equipment and agree to their responsibilities. No further action required.</p>
Who are the Fire Wardens	Because no staff are employed at the Hall only volunteers will be on-site when the building is occupied for HVH events, so there are no designated Fire Wardens. All volunteers are instructed and will direct evacuation.



	Hirers have been instructed to designate two responsible persons to act as Fire Wardens; one to ensure that all rooms have been fully evacuated and the second to ensure that following the evacuation all attendees have gathered at the Fire Assembly Point.
Where should people assemble and how will evacuation be checked	<p>The Fire Assembly Point is at the entrance to the cemetery, 100 metres along the road to the right.</p> <p>As an open village hall, there is no record of the number of people in attendance at any one time of HVH sponsored events, or their number.</p> <p>Hirers have been advised to keep a record of the total numbers attending their events.</p> <p>Hirers with pre-sold tickets for paid events should know the numbers in attendance.</p>
How often are Fire Drills carried out	As no staff are employed at the Hall, drills are not held because they would have to be notified and organised events. Members of the HVH Management Committee and other volunteers who assist at Hall events are issued instruction in evacuation procedures and in what action to take in the event of fire.
Further guidance	<p>HVH Committee members and volunteers have been issued with written guidance on what to do in the event of fire, together with:</p> <p>(i) a plan showing the location of the HVH firefighting equipment and the designated escape routes from the building; and</p> <p>(ii) a graphic of which fire extinguisher to use on particular fire types and how they should be used.</p> <p>These same documents are appended to the Hiring Agreement that each Hirer must sign.</p>

### **Fire Safety Records**

Do you have records of staff instruction and Training	Yes
Where are those records kept	In the Fire Safety Records Book in the Committee Room
Who is responsible for maintaining them	Barry Peabody

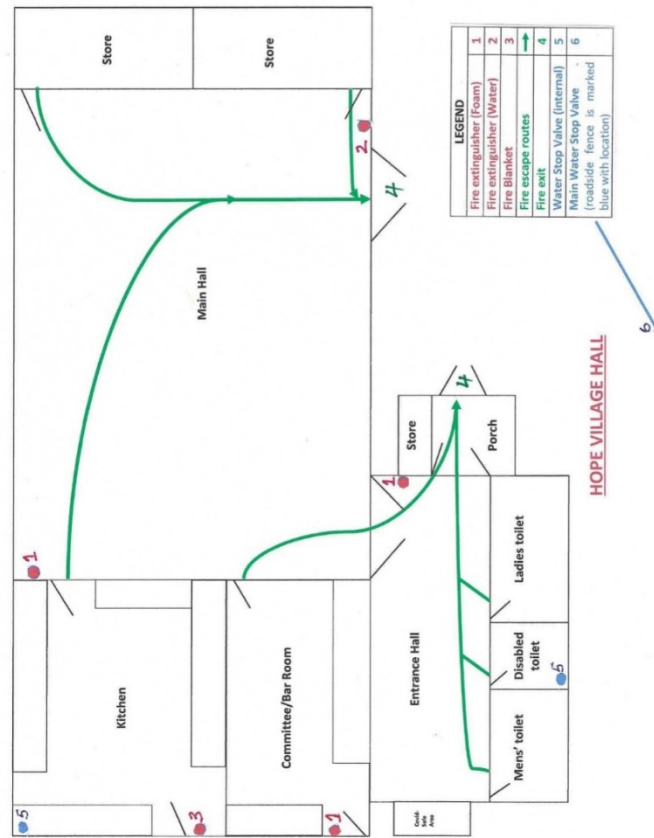
## 5: Review

The Fire Safety Risk Assessment will be kept under regular review and revised as appropriate and/or to accommodate:

- Any changes to the building, inside or out
- If a fire or issue of concern should occur
- Any changed work practices

Date of next review: 20<sup>th</sup> March 2024

## FIRE ESCAPE ROUTES + EXTINGUISHERS - WATER STOP VALVES



**FIRE TYPES + EXTINGUISHER USE**

Type	CLASS A	CLASS B	CLASS C	CLASS D	Electrical	CLASS F	Comments
	Combustible materials (e.g. paper & wood)	Flammable liquids (e.g. paint & petrol)	Flammable gases (e.g. butane and methane)	Flammable metals (e.g. lithium & potassium)	Electrical equipment (e.g. computers & generators)	Deep fat fryers (e.g. chip pans)	
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage

**CO2 EXTINGUISHERS MUST NEVER BE USED ON COOKING FAT FIRES**



## ACTION IN THE EVENT OF FIRE

The preservation of life is paramount. By remaining calm and following these basic actions, as far as possible, you should ensure the safety of yourself and all others in the Hall.

Several of the following actions can be conducted in parallel:

1. **Quickly assess the situation:**

Remain calm and do not attempt to fight a fire if you do not feel competent to do so.

If it is any form of electrical fire, **DO NOT USE ANY OF THE FOAM EXTINGUISHERS. IT IS ONLY THE CO2 (Carbon Dioxide) EXTINGUISHER (by the Kitchen door) THAT MUST BE USED ON THIS TYPE OF FIRE.**

2. **Alert:**

If other people are in the building, **THE FIRST PERSON TO NOTICE THE FIRE SHOULD CALL, 'FIRE'** as loud as possible and for long enough to be sure that all persons in the building have heard it.

3. **Call:**

**CALL THE FIRE & RESCUE SERVICE (FRS)** using 999 or 112 on a mobile phone, giving

Location: **Hope Village Hall, Hope, Minsterley, SY50JB, Shropshire**  
What3Words: **trump.clicker.haven** (the entrance to Hope Village Hall)  
OS Grid Reference: **SJ339016**

**Do not assume someone else has made the call.**

If possible and safe to do so, a nominated person should stay at the roadside and wait to liaise with the FRS.

4. **Evacuate:**

The fire exit from the Main Hall is operated by a Panic Emergency Exit Push Bar.

**USHER PEOPLE OUT OF THE BUILDING**, using both of the designated escape routes **to assemble outside the cemetery 100m along the road to the right.** If possible, two responsible persons should be designated as Fire Wardens; one to ensure that all rooms have been fully evacuated and the second to ensure that all attendees have gathered at the Fire Assembly Point. This may prove difficult if the total number of attendees is not known at the outset of the hiring.

**DO NOT STOP TO COLLECT ANY PERSONAL BELONGINGS.**

If safe to do so, **and taking care with potentially hot surfaces**, the last person out should try to close all doors and windows behind them to prevent the fire and smoke spreading through the building and also to reduce the level of oxygen available to feed the fire in any room.

5. **Rear external doors:**

The rooms furthest from the two double-door escape routes are the kitchen and the Committee Room. The inward opening external doors in these rooms must be kept locked at all times but in the event that a person's passage to the designated escape routes is blocked, keys to these external doors are hung alongside them so they could be used to exit the building.

**UNDER NO CIRCUMSTANCES SHOULD YOU RE-ENTER THE BUILDING UNTIL THE FRS HAVE TOLD YOU THAT IT IS SAFE TO DO SO.**