

A photograph of the exterior of East Dean & Friston Village Hall. The building is constructed of red brick with a steep, gabled roof covered in red tiles. A large, multi-paned window is visible on the left, and a smaller entrance with a glass door is on the right. A sign above the entrance reads "VILLAGE HALL". In front of the building are several large, rounded green bushes and a paved area.

EAST DEAN & FRISTON VILLAGE HALL

FIRE RISK ASSESSMENT

March 2017

Contents

Introduction	Page	2
Fire hazards	Page	2
People at risk	Page	3
Evaluate, remove, reduce, protect from risk	Page	4
Record, plan, inform, instruct and train	Page	6
Review	Page	6
Plans showing general fire safety measures	Appendix	1
Review	Appendix	2
Emergency evacuation capacity calculation	Appendix	3

Introduction

1. This Fire Risk Assessment has been prepared to comply with the Regulatory Reform (Fire Safety) Order 2005.
2. For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is the Trustees of the East Dean and Friston Village Hall Trust who from time to time appoint one or more 'competent' persons to undertake the risk assessment.
3. This Fire Risk Assessment has been carried out having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly.

The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:

4. Identify fire hazards
5. Identify people at risk
6. Evaluate, remove, reduce and protect from risk
7. Record, plan, inform, instruct and train
8. Review

This Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the village hall, namely:

9. Main Entrance and Foyer
10. East Dean Hall; the Main Hall; including the Stage
11. Under stage
12. Friston Hall; the Small Hall
13. Kitchen
14. Male Toilet
15. Female Toilet
16. Disabled Toilet
17. Cleaners' Cupboard
18. Electrical Cupboard
19. Store Room including the two 'Mezzanine' storage areas
20. Committee Room
21. Loft Storage over Kitchen and Small Hall
22. Boiler Room
23. For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, fire fighting and precautionary equipment, escape routes, emergency lighting, signs and notices.
24. The findings of this assessment are contained the Review in Appendix 2 and the key points discussed in the following paragraphs.

Fire Hazards: Sources of Ignition, Fuel and Oxygen

25. The main sources of ignition are the various items of electrical and gas equipment located in the Kitchen eg commercial gas hob and oven, dishwasher, microwave and refrigerator.
26. Gas fired boilers and associated controls are located in an externally accessed Boiler Room.
27. Elsewhere, the main sources of ignition are electric sockets and lighting located throughout all areas. In addition, the East Dean Players have installed permanently fixed overhead lighting and other electrical equipment in the Main Hall and on the stage.
28. There is audio equipment installed on the stage; and overhead projectors in both halls.
29. The principal sources of fuel are concentrated in the loft storage over the Kitchen and Small Hall and include stage scenery and wood, plastics etc utilised by the East Dean Players in their productions.
30. Elsewhere, the main sources of fuel are the upholstered seating, stage curtains and various other curtains at each of the main windows as well as the wooden stage itself.
31. The main source of oxygen is the natural airflow through doors, windows and other openings. This natural airflow is sometimes supplemented by mechanical means when the extract system is used to the Main Hall and through wall local extract fans are used in other locations.

People at Risk

People who use the hall and may be at risk if there is a fire include:

32. Employees
33. Hirers
34. The Village Hall Trustees
35. Local organisations
36. Contractors
37. Cleaners
38. Visitors
39. Children
40. The elderly
41. People with disabilities (mobility, hearing or vision impairment)

42. These people may or may not be familiar with the Hall layout.

Evaluate, remove, reduce and protect from risk

The risk of fire occurring

43. It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the Kitchen and gas boilers in the Boiler Room. Combustible materials are kept away from these sources and all equipment and boilers are regularly serviced and maintained in a good state of repair. The Boiler Room can only be accessed externally and is of a brick/block construction.
44. Elsewhere, electric sockets and lighting are well maintained and when the East Dean Players, and occasionally others, use the overhead lighting and other electrical equipment when productions are being staged, a competent person is present to ensure their safe operation.

The risk to people

45. An evaluation has been carried out of the actual risk to people identified in Step 2 in the event a fire did start and spread from those areas with the main sources of ignition.
46. Apart from the Loft Storage Areas, all other rooms are all at ground floor level and are open to the various escape routes available.
47. The loft storage area over the Small Hall and Kitchen is a relatively confined space and the only escape routes are via the trap door access ladder into the Kitchen or by ladder from an access door in a bulkhead which leads into the Main Hall. Escape would then be via one of the main escape routes. If anyone is in that Loft Storage Area, at least, one of these access ladders will be in place.

Removal/reduction of the hazards

48. The identified potential hazards comprise the range of electrical equipment contained in the Kitchen which is an essential part of the facilities available to the users of the Village Hall. Removal would not be in the best interests of the Village Hall or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing.
49. Similarly, the boilers located in the externally accessed Boiler Room are essential for the comfort and well-being of users of the hall. Their potential hazards are minimised through regular servicing. The Boiler Room is of a brick/block construction which should contain or significantly delay the spread of fire.
50. No flammable paint and varnishes are stored in the in the Loft Storage Area (over the Kitchen and Small Hall) or elsewhere in within the building. Stage scenery, wood and plastics stored by East Dean Players represent a potential hazard and they are encouraged to reduce these to the minimum practical and to be kept tidy and confined to a specific area.

51. The Village Hall operates a 'No Smoking' policy in all areas of the building.
52. Elsewhere flammable materials are limited to curtains, tables and seating, and generally are kept away from potential hazards. Similarly, mats and various sports and leisure equipment used by local groups are kept secure within the Store Room off the Main Hall where potential fire risks are very low.

Removal/reduction of the risks to people

53. The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.
54. A fire alarm system is in place incorporating fire/smoke/heat detectors and alarm sounders throughout the building. Manually operated 'break glass' points which are located in the Main Entrance/Foyer, the Main Hall, the Kitchen and in the main corridor escape route. Locations of these are shown on a plan in Appendix 1 of this Assessment.
55. Fire extinguishers for particular types of fire are situated in the Main Entrance/Foyer, Main Hall, Small Hall, Kitchen, Committee Room, the Stage and in the Loft as detailed on the plans in Appendix 1. These are regularly inspected and the Certificate of Inspection is retained in the Hall's Operating Manual. There are two fire blankets located in the Kitchen.
56. There are five main escape routes available at ground floor level and are readily accessible from all parts of the building. All are independent of each other with emergency escape lighting. The emergency lighting is tested every week and the battery packs are tested every six months. The main escape routes are:

Via the Main Entrance
Via two external fire escape doors in the Main Hall
Via an external fire escape door in the Small Hall
Via an external fire escape door in the Kitchen

In addition, two further escape routes are available via external doors from the elevated stage via the WC Lobby and from the Store Room.

57. Escape routes are all unencumbered and are shown on the plan in Appendix 1. All external fire escape doors lead to the outside areas that provide open space for safe and easy clearance of the hall.
58. Escape routes and exits together with the locations of fire fighting equipment are indicated by appropriate signs throughout the building. Fire exit signs are included on the emergency lighting panels throughout the building and as also detailed in the accompanying table.
59. Notices indicating the location of fire doors and fire extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed. Locations of fire extinguishers are shown on the plan in Appendix 1.

Installation, testing and maintenance

60. All fire prevention and fire fighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also checked on a regular basis.
61. Weekly checks are made of water heaters, refrigerators, emergency lighting, fire doors, lights, dishwasher, **safety torch**, water boiler and the fire alarm.
62. An annual check is made of the fire extinguishers and a certificate of inspection obtained. The electrical system is also checked on an annual basis and a safety certificate obtained. The gas boilers are serviced on an annually.

Conditions of Hire

63. The conditions of hire of the Village Hall state that fire and other exits must not be obstructed. The conditions of hire are shown on the Village Hall web-site and are included in the Hall's Operating Manual.
64. **For theatrical and entertainment events, particular health and safety procedures apply and an appointed person is responsible for fire safety and emergency evacuation.**

Record, Plan, Inform, Instruct and Train

Significant findings and action taken

65. The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.
66. A plan showing the general fire safety measures is included in Appendix 1.

Emergency plan

67. The Village Hall has a relatively simple layout with clear and well signed escape routes. As explained above, the conditions of hire state that fire and other exits must not be obstructed and that illuminated fire exit signs must be on for all public entertainment.
68. **The Village Hall operates particular health and safety procedures for theatrical and entertainment events covering the appointment of a health and safety officer, preparation for public entry to the event, emergency procedure, performance restrictions, no smoking and notification to the public**

Information and instruction

69. Copies of the Conditions of Hire and the conditions relating to Theatrical and Entertainment Events are provided to hirers who are required to accept and adhere to them.
70. Signs indicating the location of fire escape doors and fire extinguishers are posted at various prominent and visible points throughout the Village Hall.
71. Fire safety advice is given to the hall employees, cleaners and contractors.

Review

72. This fire risk assessment has been carried out for the Village Hall following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control and, also, to ensure that the fire precautions are still working effectively.
73. A review of this Fire Risk Assessment is included in Appendix 2.

Appendix 1

Plans showing the general fire safety measures

Plan 1; Ground Floor Fire Alarm Zones

Plan 2; Loft Fire Alarm Zones

Plan 3; Ground Floor Fire Escape Routes

Plan 4; Ground Floor Fire Extinguisher Location

Plan 5; Loft Fire Extinguisher Location

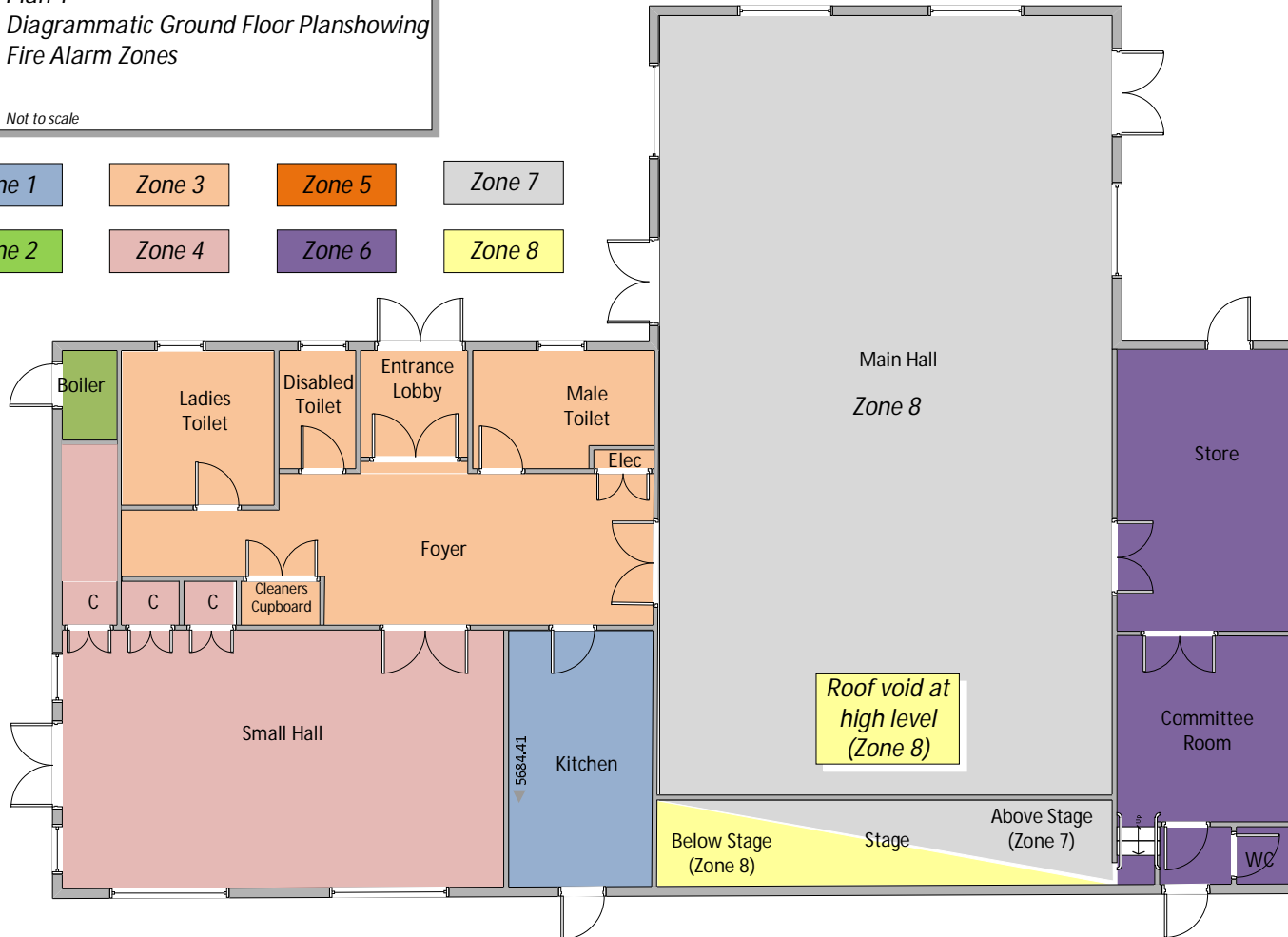
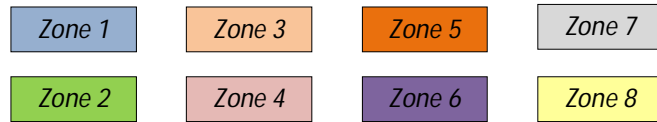
Plan 6; Ground Floor Emergency Lighting, etc

Plan 7; Loft Emergency Lighting, etc

East Dean & Friston Village Hall

Plan 1
Diagrammatic Ground Floor Planshowing
Fire Alarm Zones

Not to scale



East Dean & Friston Village Hall

*Diagrammatic Loft Floor Plan
showing Fire Alarm Zones*

Not to scale

Zone 1

Zone 3

Zone 5

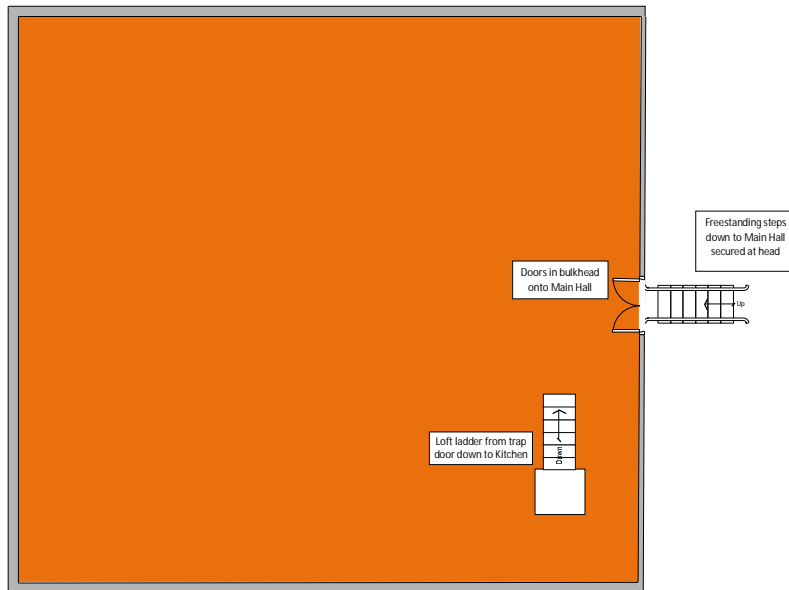
Zone 7

Zone 2

Zone 4

Zone 6

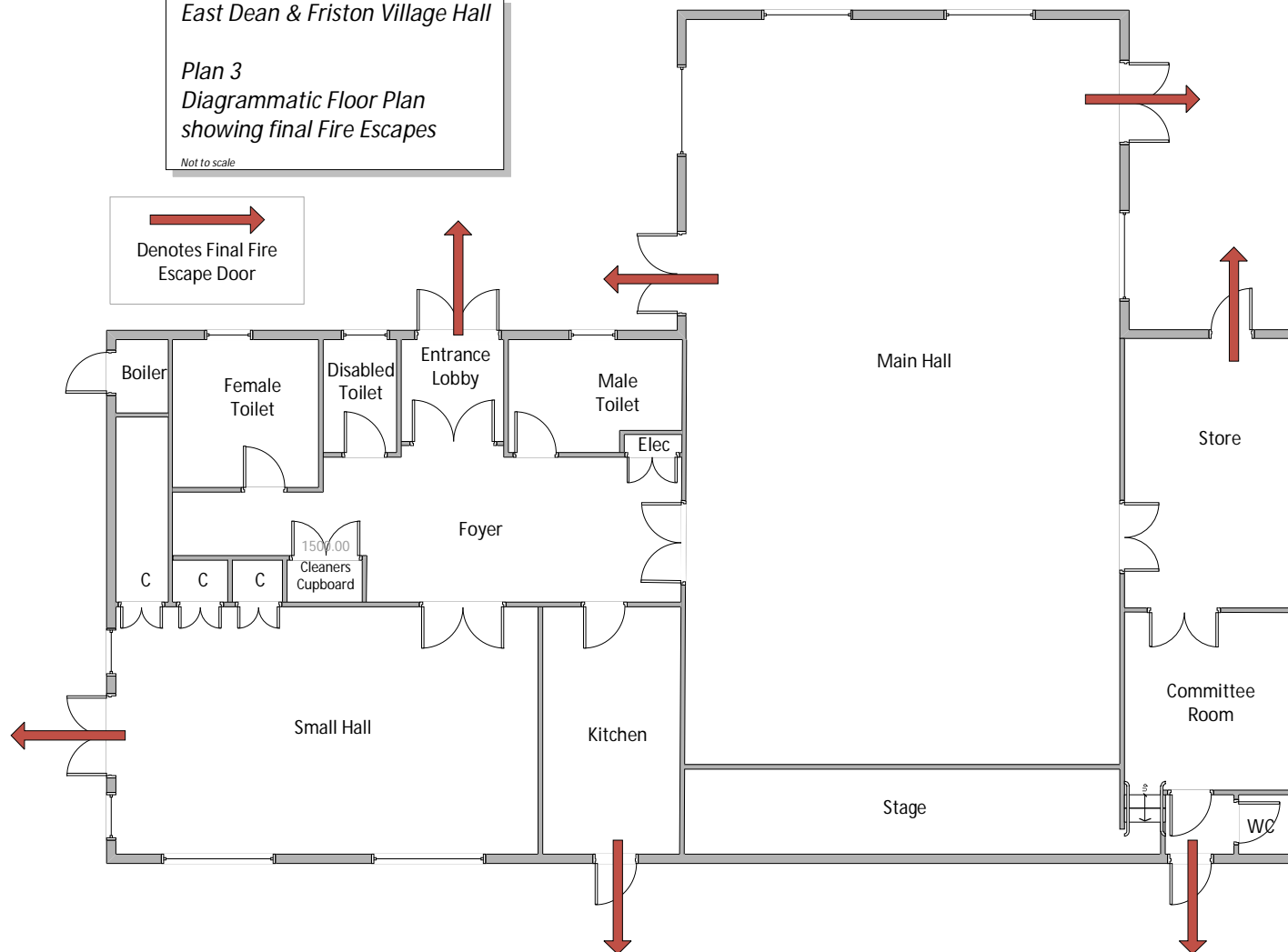
Zone 8



East Dean & Friston Village Hall

*Plan 3
Diagrammatic Floor Plan
showing final Fire Escapes*

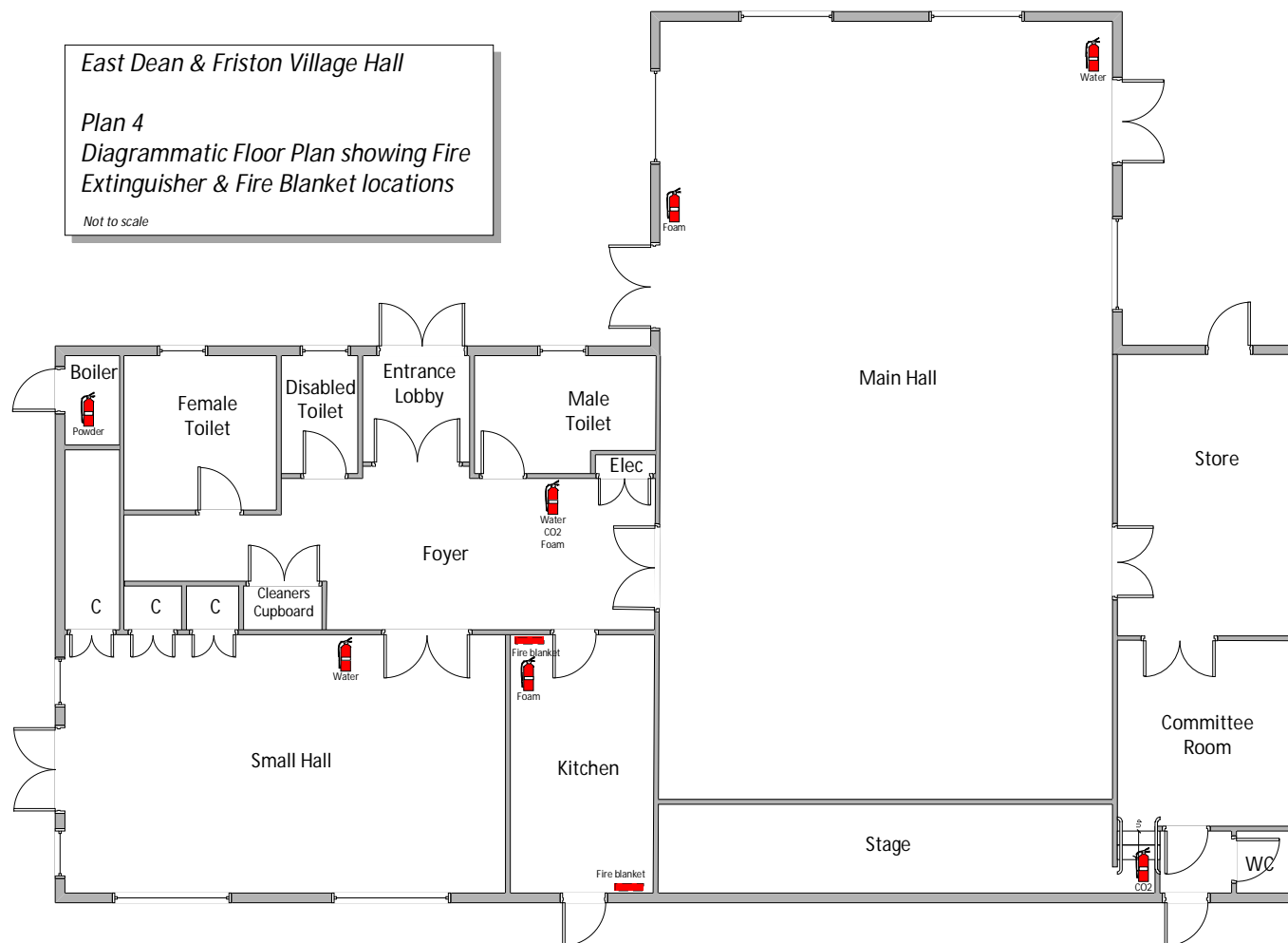
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East Dean & Friston Village Hall

Plan 4
Diagrammatic Floor Plan showing Fire Extinguisher & Fire Blanket locations

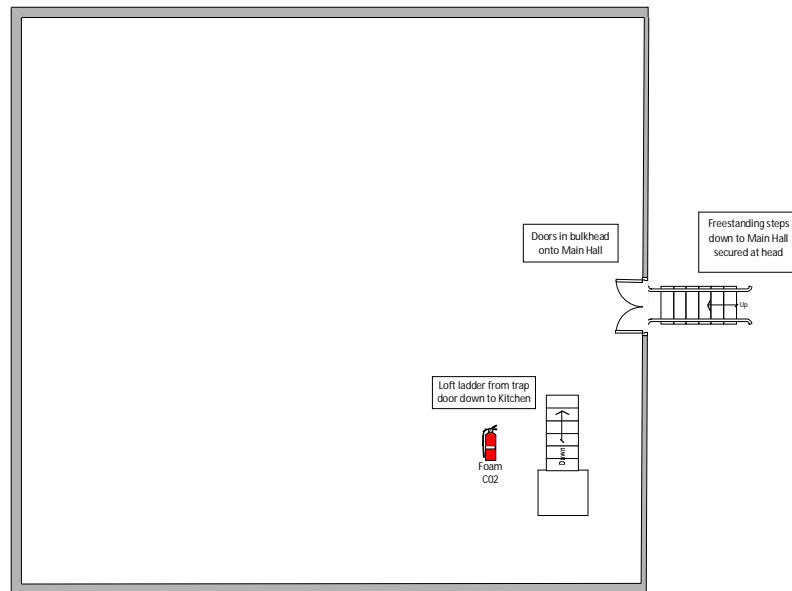
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East Dean & Friston Village Hall

*Plan 5
Diagrammatic Loft Floor Plan
showing fire extinguishers*

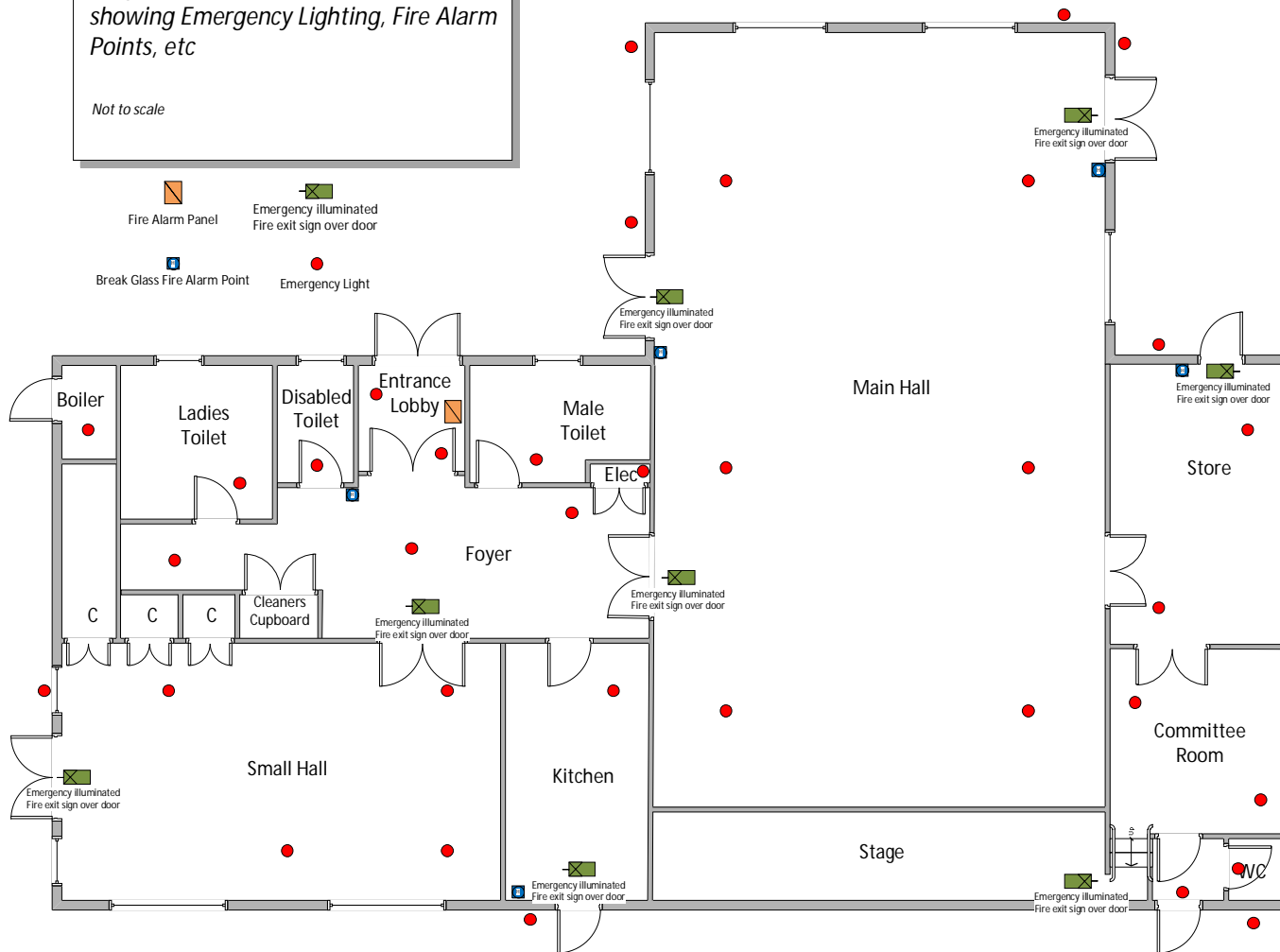
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East Dean & Friston Village Hall

Plan 6
Diagrammatic Floor Plan
showing Emergency Lighting, Fire Alarm
Points, etc

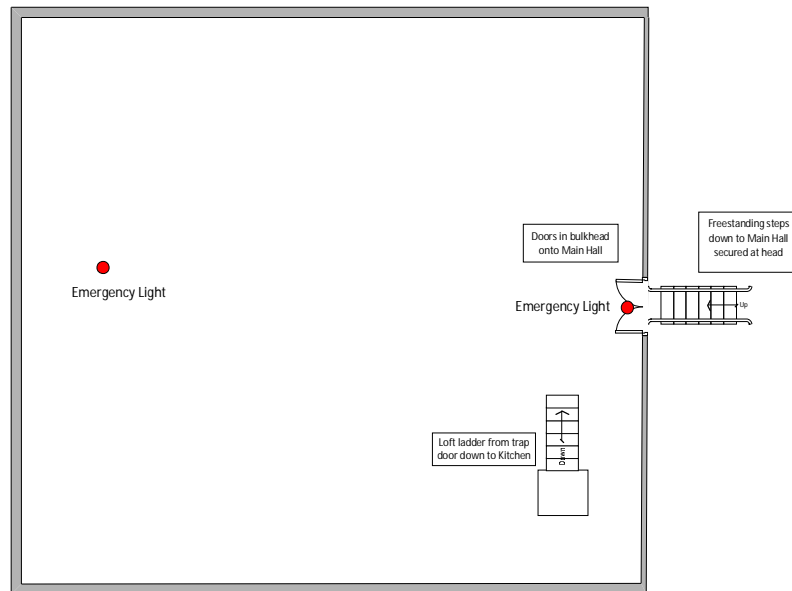
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East Dean & Friston Village Hall

*Plan 7
Diagrammatic Loft Floor Plan
showing emergency lighting*

Not to scale



Appendix 2

Review of this Fire Risk Assessment

Location	Sources of ignition, fuel and oxygen	Fire detection, fire fighting and precautionary equipment	Escape routes	Emergency lighting, signs and notices
Main entrance and foyer	Electric sockets and lighting. Computer workstation. Wi-fi router. Pay telephone. Security alarm sounder. Security alarm sensor. Fire alarm control box. Carpet.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
East Dean Hall including Stage	Electric sockets and lighting. Permanently fixed Stage lighting and production equipment (Players) (stage). Mechanical ventilation and controls. Audio equipment including wall mounted speakers. Overhead Projector. Overhead microphone. Security alarm sensors. Upholstered seating and curtains.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Friston Hall; includes Cupboard nrs 1, 2 & 3	Electric sockets and lighting. Wall mounted audio speakers. Xpelair through wall ventilation fan & controls. Upholstered seating and curtains. Overhead projector. Security alarm sensors. Hessian covered acoustic ceiling panels.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.

Location	Sources of ignition, fuel and oxygen	Fire detection, fire fighting and precautionary equipment	Escape routes	Emergency lighting, signs and notices
Kitchen	Electric sockets and lighting. Gas hob & oven. Gas supply unit. Hob extract canopy and duct. Dishwasher. Extract fans. Insectocutor. Free standing hot cupboards; 2 nr. Counter top boilers; 2 nr. Kettles and other small appliances. Microwave. Refrigerator.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Disabled toilet.	Lighting. Extract fan and controls.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Male toilet	Lighting. Extract fan and controls. Curtains.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Female Toilet	Lighting. Extract fan and controls. Curtains.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Store Room includes two mezzanine storage areas	Electric sockets and lighting. Xpelair through wall ventilation fan & controls. Art display units (mezzanine loft area). Sundry timber items, etc. Cables in steel electric trunking to walls. Upholstered seating. Curtains. Stage extension fittings. Tables and racks. Easels, etc. Trestles.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.

Location	Sources of ignition, fuel and oxygen	Fire detection, fire fighting and precautionary equipment	Escape routes	Emergency lighting, signs and notices
Committee Room	Electric sockets and lighting. Xpelair through wall ventilation fan & controls. Refrigerator. Freezer. Security alarm sensor. Timber cabinets. Curtains. Trestles.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Toilet Lobby off Committee Room	Lighting.	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Toilet off Committee Room	Lighting. Xpelair through wall ventilation fan & controls.	None.	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Boiler Room	Electric sockets and lighting. Boilers. Incoming gas supply. Electrical controls, etc	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Electrical Cupboard	Lighting. Distribution board. Electrical controls, timers, etc	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Cleaners' Cupboard	Lighting. Table clothes	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.
Loft Storage	Electric sockets and lighting. Player's props, sets, etc. Electrical controls, etc	See plans in Appendix 1	See plans in Appendix 1	See plans in Appendix 1 Adequate and appropriate signage throughout.

Appendix 3

Emergency Evacuation Capacity calculation

Check against fire escape criteria:	Main Hall	Small Hall
FE doors; single	0	1
FE doors; double	3	1
In event of fire, doors assumed out of use	1 (double)	1 (double)
Operable doors	2 (double)	1 (single)

Evacuation time for traditional built building	2.5 minutes
Evacuation capacity per single door	40 people per minute
Evacuation capacity per double door	80 people per minute

	Main Hall	Small Hall
Evacuation capacity in 2.5 minutes	400 people	100 people

Notes: This calculation is purely to assess the numbers in respect of emergency evacuation. Other factors will dictate safe capacities for Hall usage which will be less than the numbers shown above.

This calculation assumes all occupants will be able bodied. Management measures to be put in place in the event of any disabled occupants.

For the purpose of this calculation the escape routes from the Main Hall through the Store and the Committee Room have been ignored.