

**VICTORY COMMEMORATION HALL
BOTTFESFORD**

FIRE RISK ASSESSMENT

Feb 2024



Document Control

Version	Status	Date	By Whom
Fire Risk Assessment 2022	Approved	April 2022	VC Hall Management Committee approved
Fire Risk Assessment 2024	Final issued for approval	Feb 2024	VC Hall Management Committee

1.About Us

The Victory Commemoration Hall (VC Hall) Management Committee is the 'responsible person' for Fire Safety at the premises.

The Management Committee has the overall responsibility for:

- monitoring the continued effectiveness of the fire safety protective and preventative measures on the premises.
- ensuring that they are implemented and communicated to other relevant people.
- ensuring co-operation between other responsible persons.
- monitoring the effectiveness of the fire risk assessment process and its implementation

The Management Committee has appointed a competent person to complete the fire risk assessment. The Fire Safety Management Plan for the Hall is shown in Appendix A of this document.

2.General Statement of Policy

It is the policy of VC Hall Management Committee to protect all persons, including staff, volunteers, contractors, hall users and members of the public from potential injury and damage which might arise from a fire at our premises.

We will provide and maintain safe working conditions, equipment, and systems of work for all staff, volunteers, contractors, hall users and members of the public and to provide such information, training, and supervision as they need for this purpose.

The Management Committee will give a high level of commitment to health and safety and will comply with all statutory requirements.

Chair, Bottesford VC Hall Management Committee

3.Premises Particulars

<p>Premises name: Victory Commemoration Hall (VC Hall)</p> <p>Address: Belvoir Road, Bottesford, Nottingham NG130BG</p> <p>Tel no: Hall Mobile Number 07775753866</p>	<p>Use of Premises: The VC Hall is used for local community events and activities, fitness, sports and dance classes, private functions and periodically for local elections.</p> <p>Owner/ Person in control of the premises: VC Hall Management Committee.</p>
<p>Occupancy: Times the premises are in use: From 08:00 up to 00:30</p> <p>The total number of persons employed within the premises at any one time: 2</p> <p>The total number of persons who may occupy the premises at any one time: 300 dancing, 150 seated.</p>	<p>Size: Building footprint: (22.9m X14.3m). Total 328 sqm.</p> <p>Number of floors: 1</p> <p>Number of stairs: N/A</p>

4. General Description of Premises

The Victory Commemoration Hall (VC Hall) is a modern single storey purpose-built community building which opened in 2003 and incorporated the latest features for public use with adequate fire protection equipment, fire alarm and escape doors suitable for disabled people.

The building is of brick and block concrete construction with cavity wall insulation. The accommodation has a simple layout comprising a lobby with toilets off, a main hall with raised stage, a small meeting room and kitchen.

Tarmac car parking areas are located at the front and side of the hall with a pathway that connects to the rear of the building. The VC Hall is accessible by car from Belvoir Road and via established public footpaths. To the front of the hall is a large open playing field designated as public space and is not owned or managed by the VC Hall.

The VC Hall is hired by a range of local voluntary organisations, private individuals, and statutory organisations for a variety of activities some of which are licensable. The hall is available for use 7 days per week. Whilst the hall has a maximum capacity of 150 persons (seated) the average on site at any one time is between 1 and 50 people.

The Hire Agreement and Standard Conditions of Hire draws the hirers attention to the health and safety, fire safety and licensing obligations that the booking places on them.

CCTV is fitted to the outside of the building and there is security lighting around the building. There is no history of crime and disorder around or within the building to date.

5. Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

The Order applies to all premises and covers every type of building, structure, and open space. It applies to community halls and community premises and is relevant, therefore, to the VC Hall. This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and 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:

Step 1 – Identify fire hazards.

Step 2 – Identify people at risk.

Step 3 – Evaluate, remove, reduce, and protect from risk.

Step 4 – Record, plan, inform, instruct, and train.

Step 5 – Review.

The Fire Risk Assessment follows this structure and has been conducted for each of the principal areas of useable space in the VC Hall, namely:

1. Lobby
2. Main Hall
3. Stage, understage and chair stores
4. Meeting Room
5. Kitchen

6. Disabled toilet
7. Toilets
8. Cleaners cupboard
9. Roof space
10. External Grounds

For each of these areas an assessment has been conducted regarding sources of ignition, fuel and oxygen, fire detection & fire fighting equipment, escape routes, emergency lighting and signs.

The findings of this assessment are contained in the table in Appendix B, and the key points discussed in the following paragraphs. Corrective Actions required are shown in Appendix D.

Step 1: Identify Fire Hazards: Sources of Ignition, Fuel and Oxygen

The main sources of ignition are the various items of electrical and gas equipment located in the kitchen e.g., cooker, fridge, kettles, and drinks water heater. There are also two water heaters in the cleaner's cupboard and the disabled toilet. The main boiler and kitchen water heater is in the roof space. Other sources of ignition are electric sockets and lighting located throughout the hall and temporary equipment brought in.

The main sources of fuel, apart from the fabric of the building, are upholstered seating, stage, and other curtains. Other sources of fuel include flammable materials brought in by Hirers for events (e.g., alcohol, paper, plastic, balloons, decorations etc)

The main source of oxygen is the natural airflow through doors and windows.

Step 2: Identify People at Risk

Those at risk if there is a fire include:

- Hirers, some of whom may be unfamiliar with the hall layout, and include children, the elderly, and people with disabilities.
- The Village Hall Trustees
- Contractors.
- Cleaners.
- Employees.

Step 3: Evaluate, remove, reduce, and protect from risk.

1.The risk of fire occurring

It is considered that the risk of fire occurring is low. The main sources of ignition comprise electrical and gas equipment located in the kitchen, equipment brought in for events and flammable materials. Combustible materials are kept away from these sources and all equipment and boilers are regularly serviced and maintained in a good state of repair.

Elsewhere electric sockets and lighting are well maintained.

As part of the Conditions of Hire Agreement any portable equipment brought into the hall is required to be in a safe working condition.

The incidence of arson has been minimised by the planned use of a fire-resistant letter box.

2.The risk to people

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 the area with the main source of ignition i.e., kitchen. There are two escape routes from the kitchen - either via the meeting room and lobby and out through the main doors, or via the main hall and out through the emergency doors.

It is possible that staff or trustees could be in the building by themselves, but the risk is considered low given the simple layout. At the present time there are no staff or trustees with disabilities that would prejudice their escape in the event of a fire.

Regular users will be familiar with the layout and its emergency exits and escape routes. Those who are not will find the building and simple layout easy to navigate.

At a typical event it is possible for a limited number of disabled persons to be present. Exit doors are level with external surfaces which are of cement slab or tarmac construction. Assistance to disabled people to evacuate in the event of an emergency is required of all responsible persons. Children will be under the supervision of the hirer and or/parents for the duration of the hire period.

Only competent contractors are used and are supervised when on site by a member of the management committee. They are expected to always operate under safe working practices and are familiar with the hall and its layout.

Cleaners are on site when a member of the management committee is present. They are expected to always operate under safe working practices and are also familiar with the hall and its layout.

3.Removal /reduction of the hazards

The identified potential hazards comprise the range of electrical and gas equipment contained in the kitchen which are an essential part of the facilities available to users

of the VC Hall. Removal would not be in the best interests of the VC Hall, or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection, and servicing.

Similarly, the water heaters in the disabled toilet and cleaner's cupboard are essential for the comfort and well-being of users of the hall. Their potential hazards are minimised through regular servicing.

The VC Hall is a NO Smoking building.

Flammable materials within the hall are limited to:

- curtains, tables, and seating
- paper and cardboard stored in secure cupboards or loft space.
- materials brought in for events (alcohol, decorations, paper, and plastics, tealights and cake candles)

Flammable materials are kept away from ignition sources.

Conditions of hire prohibit use of deep fat fryers, indoor fireworks, or smoke machines. Alcohol and accumulated rubbish are required to be removed from the premises by Hirers at the end of the hire period.

4. Removal / reduction of the risks to people

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. These precautions include a smoke alarm and fire alarm points which can be activated by breaking the glass and pushing a button. All rooms in the building have emergency lighting which activates if power fails and provides sufficient illumination to assist escape. The fire alarm system is a local system and NOT connected to the Fire Service.

There are two main escape routes from the building These are (1) via the meeting room and the lobby and out of the main doors and (2) via the main hall and out of the emergency doors. Escape routes are all unencumbered with no dead ends. All external doors lead to the outside car parking areas that provide open space for safe and easy clearance of the hall. Escape routes and fire exits are shown in the diagram in Appendix C of this document.

5. Installation, testing and maintenance

Fire prevention and fire equipment is maintained in effective working order through regular checks, periodic servicing, and maintenance. Sources of risk are also checked on a regular basis.

Weekly checks are made of water heaters, fridges, emergency lighting, fire doors, lights, water boilers and the fire alarm.

Fire extinguishers are situated in the lobby, main hall, and kitchen, as detailed in the table below.

Lobby	Water (1X 6kg)
Main Hall	Water (1X 6kg)
Kitchen	Powder (1X 2kg)
Kitchen	Fire Blanket

Operating instructions for the fire extinguishers and fire blanket are located next to the equipment.

The firefighting equipment in-situ has been checked as up to date and appropriate for the risks within the premises.

An annual check is made of the fire extinguishers, and a certificate of inspection obtained from Lindum Fire Services Ltd is displayed on the Lobby noticeboard.

PAT electrical testing of the hall is also carried on an annual basis and a safety certificate obtained and kept within the H&S Folder. Periodic (five year) inspections are carried out on all electrical systems within the VC Hall. The gas boiler is serviced on an annual basis.

Step 4 Record, Plan, Inform, Instruct and Train

1. Significant findings and action taken

The main findings of the fire risk assessment including the actions taken thus far to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

Further corrective actions required to be taken are shown in the annual checklist review in Appendix D of this document.

2. Emergency plan

As previously described the village hall is all on one level and has a simple layout with clear and well signed escape routes. There is a fire notice explaining what action to take in the event of a fire and the fire assembly point.

The Hall Emergency Plan is contained in Appendix E of this document.

3. Information, instruction, and training

All committee members will read and sign the Fire Risk Assessment including the Appendices to confirm they understand their responsibilities and such a copy will be retained electronically on file.

An annual training session will be held for committee members and regular hirers will be invited.

The training session will cover:

- The responsibilities of the 'Responsible Person' and the 'Temporary Responsible Person'
- Fire prevention measures in operation at the premises.
- The location of firefighting equipment i.e., fire extinguishers and their specific uses and how to operate these.
- The location of fire exits.
- The means of operating the manual fire alarm system
- How to evacuate the building safely and summon the Fire Services.
- A practice fire drill

The Conditions of Hire of the village hall state that the Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority. A copy of these conditions is provided to hirers who are required to accept and adhere to them.

Signs indicating fire alarm points and fire extinguishers are located by the equipment as are emergency evacuation procedures. These signs are luminous in the dark should the power have failed.

Hirers of the Hall are advised on booking that they are personally responsible for the health and safety of people in the Hall and for the building during the hire period.

Additional guidance is provided to Hirers within the 'Information for Hirers Pack' located in the H&S Folder in the kitchen. The pack includes the Emergency Plan to evacuate the building.

Step 5 Review

This fire risk assessment has been carried out for the VC Hall following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under review particularly regarding any potential new risks and the need to keep them under control, and to ensure that the fire precautions are still working effectively.

A periodic fire checklist to aid this purpose is set out in Appendix D.

APPENDIX A: FIRE SAFETY MANAGEMENT PLAN

<u>FIRE SAFETY</u> PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY	RESPONSIBLE PERSON(S): VCH MANAGEMENT COMMITTEE
<u>FIRE RISK ASSESSMENT</u> PERSON(S) RESPONSIBLE FOR: <ul style="list-style-type: none"> • Reviewing /Approving • Reviewing/Updating 	RESPONSIBLE PERSON(S): VCH MANAGEMENT COMMITTEE NOMINATED COMPETENT PERSON L.KINGSLEY
<u>MAINTENANCE PROGRAMME</u> PERSON RESPONSIBLE FOR: <ul style="list-style-type: none"> • Maintenance of Fire Safety provisions • Fire Alarm • Emergency Lighting • Fire Fighting Equipment • Escape Routes • Fire Safety Signs and Notices 	RESPONSIBLE PERSON(S) BOTTFESFORD VCH MANAGEMENT COMMITTEE
<u>FIRE SAFETY CHECKS AND LOGS</u> PERSON RESPONSIBLE FOR: <ul style="list-style-type: none"> • Logging Monthly visual checks • Logging Monthly fire alarm test 	RESPONSIBLE PERSON(S) JOHN STAPLETON HALL CARETAKER
<u>TRAINING</u> PERSON RESPONSIBLE FOR: <ul style="list-style-type: none"> • Arranging Fire Safety Training including fire drills, use of equipment 	RESPONSIBLE PERSON LIBBY KINGSLEY
<u>INFORMATION FOR HIRERS, ROLE, AND RESPONSIBILITIES</u> PERSON RESPONSIBLE FOR: <ul style="list-style-type: none"> • Reviewing Hiring Agreement • Producing Information Pack for Hirers 	RESPONSIBLE PERSON(S): VCH MANAGEMENT COMMITTEE
<u>INFORMATION TO HIRERS</u> PERSON RESPONSIBLE FOR <ul style="list-style-type: none"> • Providing information Pack to Hirers and copy of Hiring Agreement 	RESPONSIBLE PERSON M FORSEY POSITION HALL MANAGER

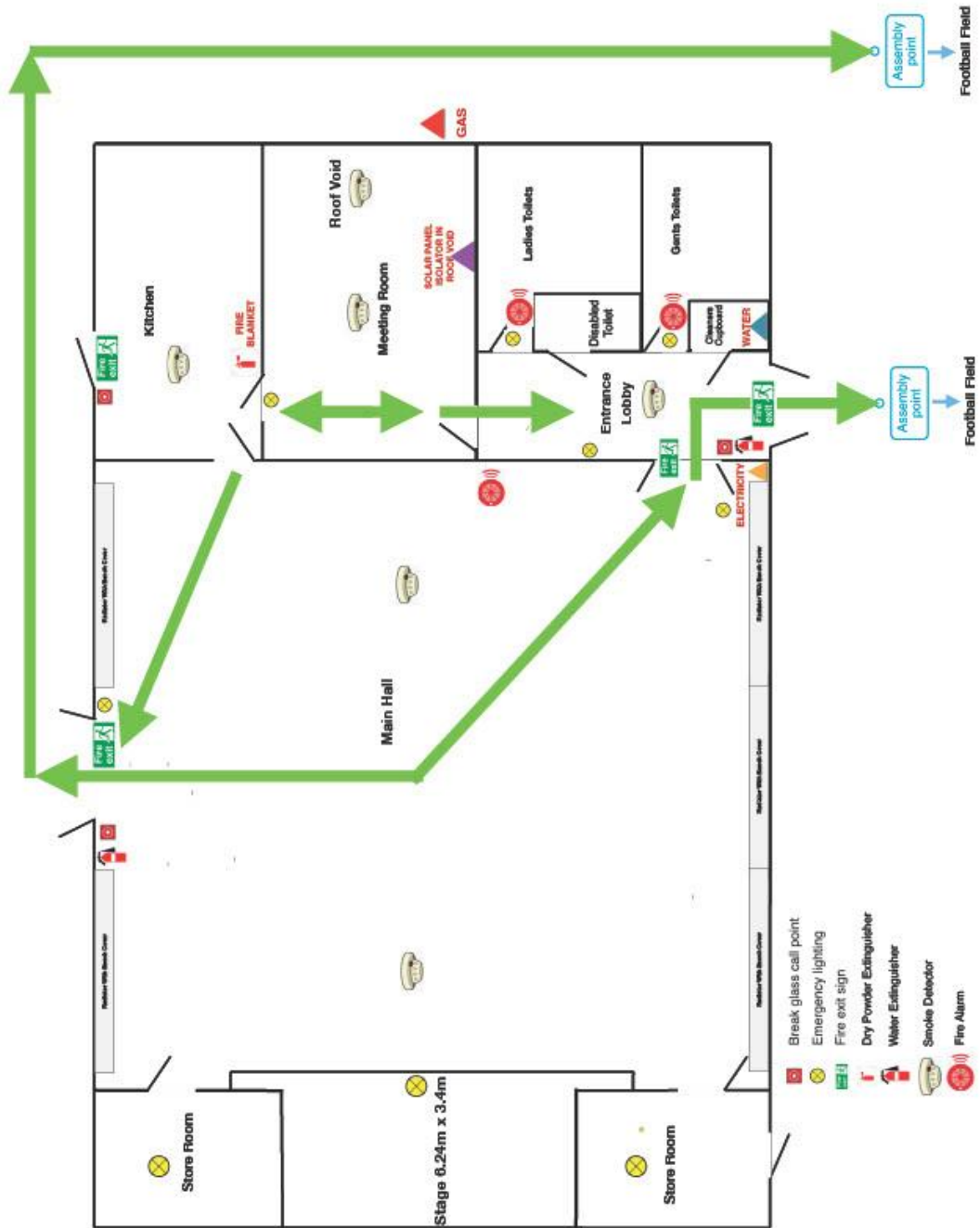
APPENDIX B: FIRE RISK AND CONTROLS ASSESSMENT

Location	Sources of Ignition, fuel & oxygen	Fire Equipment	Escape Routes	Emergency Lighting&Signs	Other
Lobby	Electric sockets and lighting. Burglar Alarm/Fire Alarm Panels wiring. Arson	Water fire extinguisher Smoke alarm & control panel Fire Alarm Point	Via Main Doors into car park	Emergency exit light. Emergency lighting if power fails. Evacuation procedure sign. Notice prohibiting use of smoke machines. No smoking signs.	Testing / maintenance regime on electrics. Door secured when premises empty.
Main Hall	Electric sockets and lighting. Stage Lighting. Upholstered seating and curtains. RCD Circuit Board. Events -Equipment Candles/matches. waste generated. Arson	Water fire extinguisher. Smoke Alarm. Fire Alarm point	Via emergency doors, turning right, through back gate into car park, or through lobby and main doors	Emergency exit lights on back doors and main doors. Emergency lighting if power fails. No smoking signs. Evacuation procedure sign.	Testing / maintenance regime on electrics. Only safe electrical equipment allowed. Candles (limited type and used under supervision) Windows/doors secured when building unoccupied.
Stage, understage & chair stores.	Electric sockets, stage lighting, Audio equipment control panel Curtains, chairs& tables. Under stage-books, cardboard boxes with toilet paper, paper towels. Events - Equipment.	None	As per main hall above.	Emergency Lighting if power fails.	Testing / maintenance regime on electrics. Storage cupboards tidy and locked. Only safe electrical equipment allowed. Removed at end of events.
Meeting Room	Electric sockets and lighting Chiller Cabinet Fridge Events - alcohol, equipment, waste generated. Arson	Smoke alarm	Via lobby to main doors or via kitchen to main hall and through emergency doors to car park.	Emergency lighting if power fails.	Testing / maintenance regime on electrics. Windows secured when building unoccupied. Alcohol/ waste taken away.

Location	Sources of Ignition, fuel & oxygen	Fire Equipment	Escape Routes	Emergency Lighting&Signs	Other
Kitchen	Electric sockets and lighting. Gas cooker and power supply. Microwave. Extractor Fan. Electric Hatch. Drinks water heater, Kettles Fridge. . Event Sources- Equipment, Oils General and Food Waste. Arson	Fire Blanket Dry powder extinguisher. Smoke alarm. Fire Alarm point.		No Smoking Sign.	Testing / maintenance regime on electrics. No deep fat fryers allowed. Waste taken away. Electrics switched off. Windows/door secured when building unoccupied.
Disabled toilet	Electric Lighting & Water heater	None		Emergency lighting if power fails.	Testing / maintenance regime on electrics. Electrics switched off.
Toilets	Electric Lighting & Water Heater Paper Towels/Used Paper Products	None		Emergency lighting if power fails.	Testing / maintenance regime on electrics. Waste taken away.
Cleaners' cupboard.	Electric lighting & socket Chemicals	None	Via lobby as above	None	Testing / maintenance regime on electrics. Chemicals stored upright. Door locked.

Location	Sources of Ignition, fuel & oxygen	Fire Equipment	Escape Routes	Emergency Lighting&Signs	Other
Roof Space	<p>Electric lighting& sockets.</p> <p>CCTV Control Panel Timer /Ignition Switch for Gas Boiler Solar Panel Controls</p> <p>Paper files / cardboard/xmas decorations.</p>	none	As per meeting room.	None	<p>Testing / maintenance regime on electrics.</p> <p>Sources of Fuel stored on shelving away from sources of Ignition. Loft lights switched off. Loft Pole securely stored.</p>
External Ground	Arson				<p>CCTV. External Security Lighting. Secure locked doors to BS Standards. Side Gate opened from inside only. Wall mounted secure letter box</p>

APPENDIX C: FIRE SAFETY EQUIPMENT /EXITS DIAGRAM



APPENDIX D: FIRE SAFETY CHECKLIST REVIEW [DATED FEB 2024]

	Y	N /N*
Have alterations and repairs impaired the structural fire resistance?		N
Have any alterations or repairs been planned, or carried out, which might affect the fire resistance?		N
Have any improvements or decorating been planned, or carried out, that might affect flame spread characteristics of surface linings?		N
Have any furniture, curtains or drapes been brought in, or are going to be delivered, that need consideration of their flammability properties?		N
Are stage curtains clear of the ground?	Y	
Are window curtains clear of the ground?	Y	
Are stage curtains flame retardant to comply with regulations	Y	
Are the self-closing mechanisms of fire doors operating and closing the doors properly?	Y	
Are emergency exit push- bar devices functioning correctly?	Y	
Are fire exits and escape routes clearly marked and illuminated?	Y	
Are the lighting and emergency lighting, systems adequate and functioning correctly?	Y	
Is the means of ensuring that the maximum permitted number of people entering the hall is not exceeded, operating?	Y?	
Are floor coverings in good condition?	Y	
Has the electrical equipment and supply been professionally checked?	Y	
Has the fire equipment been serviced?	Y	
Has the detection system and battery been checked?	Y	
Has the boiler been professionally checked?	Y	
Are the smoking rules being adhered to?	Y	
Are the areas open to the public, free of combustible stores?	Y	
Is rubbish being kept safely and removed frequently?	Y	
Are the security measures functioning?	Y	
Do all committee members know how to use the firefighting equipment? Are fire drills undertaken?		N*
Are Fire Safety checks logged?		N*

Are fire signs adequate?	Y	
Is a copy of the Fire Risk Assessment made public	Y	
Are there any hazards anticipated or overlooked?		N
Are hirers aware of their role /responsibilities on fire safety?		N*

Deficiencies and Corrective Action Required from Checklist (N*)

Deficiencies	Corrective Action	By When	By Whom
1. Absence of Fire Drills and Training for Staff, Committee Members, and regular hirers.	Implement annually.	Feb 2024	LK
2. Electric/Gas/Fire Safety checks /tests not logged and available to public.	Implement log sheet system. Locate with Gas, PAT test certificates in the H&S folder in the kitchen.	Feb 2024	LK/JS
3. Fire Risk Assessment not made available to public.	Create H&S folder to include copy of the fire risk assessment	Feb 2024	LK
4. Ensure Hirers understand obligations and responsibilities regarding Fire Safety	Draw attention to the Hiring Agreement obligations and provide e-copy of the Information for Hirers (As per Appendix E)	Feb 2024	MF

APPENDIX E: EMERGENCY PLAN

At all times hirers should have available a fully charged mobile phone to dial 999 and summon the Fire Services in the event of an emergency.

IN THE EVENT OF A FIRE:

1. SOUND THE ALARM

- On discovering a fire shout “Fire” to make others aware.
- Activate the nearest fire alarm call button (if not already activated via the Smoke Detection system.).
- Emergency lighting will come on in the event of a power cut.
- Fire Extinguishers are located by the front door, by emergency doors in the main hall and in the kitchen. Only tackle small fires using these if you are confident and it is safe for you to do so!

2. EVACUATE THE BUILDING

- All persons on hearing the fire alarm or the shout of fire should immediately leave the building via the emergency doors in the main hall and TURN RIGHT, or via the main front door, with the Assembly Point being the CAR PARK
- If there are any children or disabled or frail users, then assistance should be given to exiting them safely and as a matter of priority to the Assembly Point.
- If safe to do so undertake a sweep of the premises to ensure everyone has evacuated safely.

3. SUMMON THE FIRE BRIGADE

- By calling 999 on your mobile phone and asking for assistance
- Give them the following address:
Victory Commemoration Hall
Belvoir Road
Bottesford
NG13 0BG

4. AWAIT ARRIVAL OF FIRE SERVICES

- Arrange for someone to meet the fire services on arrival and ensure the entrance from Belvoir Road is not blocked.
- On their arrival advise the Fire Services if all persons are safely evacuated from the building.
- Do **NOT** allow anyone to re-enter the hall until you are told it is safe to do so by the fire services.

5. CONTACT THE HALL MANAGER

- In the event of a fire notify the Hall Manager on her mobile number: 07775 753866.