

# Cheswick Green Village Hall

## Fire Safety Risk Assessment – October 2009

### Description of Premises

Cheswick Green Village Hall is situated at the southern end of the Village between Cheswick Way and Watery Lane. It is surrounded on three sides by a grassed recreation area and a raised public car parking area to the east. The original Main Hall dates back to 1970. An extension was added in the late 1970's. The building consists of a Main Hall (with movable stage), Small Hall

Adjoining the main hall by two swing opening double doors, kitchen with serving hatches to both rooms, Parish Office, Entrance Lobby and Corridor leading to Ladies, Gents and Disabled Toilets. There is a substantial public car park shared with local shops and public house. There are three level entrances and exits. The Hall is regularly inspected by the cleaner who visits 5 days a week and provides alternative cover during annual holidays.

The Village Hall is run by a Management Committee made up of members of Cheswick Green residents association on behalf of Cheswick Green parish council who own the building and surrounding land.

The hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Booking Form and Rules of Hire draw the hirers' attention to the health and safety and licensing obligations that the Booking places upon them.

Hirers are expected to provide attendants to meet the requirements of licensing conditions. The hall has a seating capacity of 120 persons and is NOT licensed for the sale of alcohol for consumption on the premises. Designated Premises Supervisor (DPS) is Ian Sill, of 36 Snowhill Drive, Cheswick Green , Solihull, B904JT. Telephone 01564 702653

### Principle Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to Dance Groups, Under 5's, WI, Youth Club, Craft Club, Bird Society and Dog Training, Cycling Club, Spanish Class, Parish Council meetings and Residents Association Meetings. The Village Hall Management Committee will encourage 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. In addition to the above, the Hall is used for Private Parties, Fetes, Presentations, Receptions and many other social and fund raising activities.

This Fire Risk Assessment has been done by the Village Hall Management Committee to cover all aspects of the Hall, but in particular for those hirers who are not familiar with the layout and equipment.

The Management Committee encourages Hirers to make themselves aware of the exit routes, the fire fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users on the Notice Board and Village Hall website [www.cgpa.org.uk](http://www.cgpa.org.uk)

## **Who is at Risk of Fire?**

The Village Hall employs a cleaner that operate on an hourly basis and adjust their time to suit the requirements of the Hall.

The premises are occupied by the cleaner at times to suit the hiring profile of each day. It is normal that a Cleaner will be on their own within the premises. The Cleaner is familiar with the layout of the premises.

There are only two main rooms (plus toilets and kitchen) and users can very quickly assimilate themselves with these areas. The emergency signage is illuminated above Fire Exit Route doors. Users may need guidance from the event organisers or person responsible for the Hall booking.

**Disabled Persons.** At a typical function there may possibly be a limited number of disabled persons. It is assumed these people will need evacuation assistance. All Emergency Exit doors are on a level with the paths outside the doors being either concrete or paved.

**Children.** All Children within the Hall are supervised and as mentioned above, the prime Group (Under Fives) are likely to have their own Fire Risk Assessment. The enclosed Play Area to the South opposite the small Hall exit is fenced at a level where an adult could lift Children over the fence.

## **Possible Causes of Fire**

### **Those identified by the Management Committee are:**

Electrical circuits including lighting system, dimmers and CCTV system

Boiler and gas supply

Portable electrical appliances

Oven, microwave and refrigerator

Curtains and Soft furnishings

Deliberate ignition

## **Control Measures**

### **The primary control measures taken by the Management Committee are:**

That sufficient and correct fire fighting equipment is available and that a Qualified practitioner inspects it at least once per year.

A Certificate of Maintenance will be obtained for each inspection.

The equipment currently (October 2009) consists of the following extinguishers: 3 x Model 240 9litre Water, 1 x SP 4kg Dry Powder; a Fire Blanket. The Management Committee will use the advice of the inspection practitioner to increase, change or move location of the fire fighting equipment.

That the location of the fire fighting equipment, emergency lighting and escape routes are clearly marked on a Plan that is available to all users and staff.

That all Fire Exit doors are checked for illumination, ease of opening and that Emergency Exit Routes are kept clear on a weekly basis.

A test of continued illumination in event of a power failure will be done quarterly, as will a test of the Fire Alarm.

That the Management Committee test the ease of access to and through escape routes and to the assembly points at least once per year and log the results.

That a qualified practitioner checks the internal electrical outlets and switches once per year (including all portable electrical appliances) and the overall power supply to the Village Hall at least once every five years.

A Certificate of Inspection will be obtained for each inspection.

That any furnishings that belong to the Village Hall are made of a non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase.

That the Gas Boiler and heating system is checked and maintained at least once per year and that a certificate of safety is obtained annually.

That a No Smoking policy is enforced within the hall at all times.

That wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

That the location where the waste is stored is checked each time the hall is cleaned (daily during peak times) for any fire hazards and where any loose material is found it will be placed inside the waste bins or removed from site.

That all Village Hall Users are made aware of their responsibilities under the Premises Licence via the Booking Form.

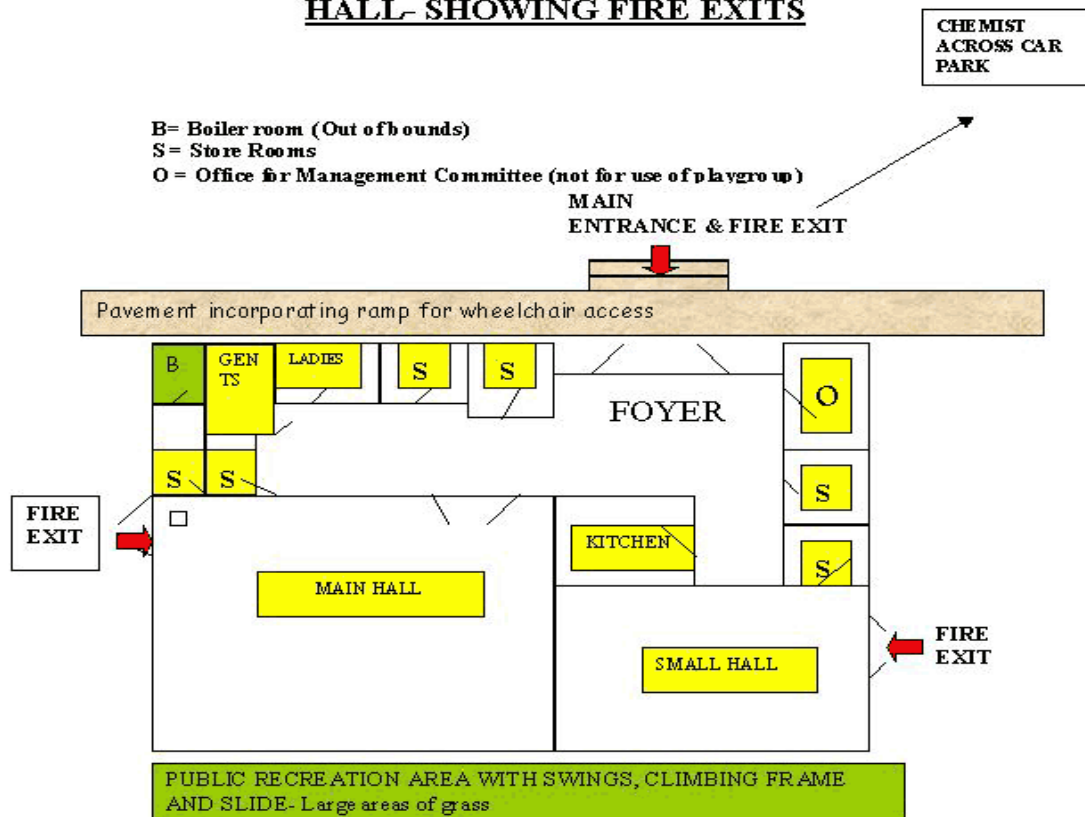
That all Regular User Groups will be advised that they should carry out their own Risk Assessment and that a copy should be lodged with the Management Committee. Whilst the Management Committee will advise and encourage, it is cannot be held responsible for a group not carrying out their own Risk Assessment.

**Note that the Assembly Points are:**

**Outside the Chemist on Cheswick Way**

*Cheswick Green Village Hall Management Committee, October 2009*

**FLOOR PLAN OF CHESWICK GREEN VILLAGE HALL- SHOWING FIRE EXITS**



IN THE EVENT OF A FIRE ADULTS AND CHILDREN ARE TO PROCEED VIA RAMP, ACROSS CAR PARK AND ASSEMBLE IN FRONT OF CHEMISTS. HERE THE REGISTER WILL BE TAKEN TO ENSURE ALL CHILDREN AND ADULTS ARE PRESENT. WAIT HERE UNTIL ALL CLEAR GIVEN AND SAFE TO RETURN TO BUILDING.