

ST JOHN'S (KINGSDOWN) VILLAGE HALL, UPPER STREET, KINGSDOWN, DEAL,
KENT, CT14 8BJ

Registered Charity Number 302777

FULL FIRE RISK ASSESSMENT 13th February 2018
Date of next full review February 2019

The Village Hall Trustees are collectively the 'responsible person'.

A. This Fire Risk Assessment has been carried out with regard to The Regulatory Reform (Fire safety) Order 2005, which took effect in England and Wales in October 2006, and recommendations from the Kent Fire and Rescue visit to the hall on 30th November 2012.

The aim of this assessment is to highlight and thus reduce the risks of fire to protect all hall users.

A Fire Safety Folder is kept on the premises.

This Risk Assessment is available on our website www.kingsdownvillagehall.org.uk

Plans of the building *to scale* are displayed in the hall, with **two exit routes** and the location of fire extinguishers clearly marked.

There are two entrances / exits from the hall which can be used in the event of an emergency – the main front doors and a rear fire exit on the left side of the hall near the ladies toilets.

There is no step free access to the hall. Hirers are specifically asked in the hire agreement if there is anyone in their group who would be disadvantaged. Alternative venues can be suggested to the hirer.

Hirers (both regular users and private bookings) are made aware of the **Fire Risk** policy and the **Health and Safety** policy in operation at the hall when they sign the 'Conditions of Hire' contract (copy available in the Fire Safety Folder and on the website).

Fires require three things to start

- **Fuel** – flammable fluids (solvents) and flammable chemicals (cleaning products), soft furnishings (curtains, seating), stationary and rubbish.
- **Ignition** – faulty electrics, light fittings, portable kitchen appliances, cooking equipment, room heaters, central heating boilers etc
- **Oxygen in the air** – close doors to reduce the risk as much as possible

Fire safety procedures are explained at the start of any public events.

A **Hazard** has the potential to cause harm. A **Risk** is the chance of that harm occurring.

B. Fire fighting equipment provided on the premises (see plan)

- One Class A Water extinguisher in the Main Hall mounted on the wall by main doors (for use on paper, wood and textiles)
- One CO₂ extinguisher in the Main Hall mounted on the wall by main doors (for use on flammable liquids and electrical fires)

- One Class A Water extinguisher mounted on the wall in the Lobby Entrance (for use on paper, wood and textiles)
- One CO₂ extinguisher in the Kitchen mounted on the wall by the door (for use on flammable liquids and electrical fires)
- One fire blanket in the Kitchen

KCC Inspection services 01622-605028 / Stephen Trebill 01732 369702
<http://www.inspectionsservices.org.uk> **completed December 2017; next due Dec 2018**

Fire fighting policy on the premises

Manual alarm bell in main hall

Running man signs displayed

Fire Detection and alarm - new system installed Sept 2010 (including smoke detectors). Checked and recorded regularly

All internal doors must be closed when the hall is unoccupied.

Records are kept in the Fire Safety folder in the labeled kitchen cupboard:-

- Monthly check of both exits (to ensure the doors open freely)
- Monthly fire alarm testing (BS5839)
- Monthly Visual check of fire extinguisher
- Monthly check of defibrillator battery and pads, and circuit to cabinet by notice board
- Monthly emergency lighting check
- Annual fire extinguisher check; completed Dec 2017; **next due Dec 2018**
- Copies of certificates for the periodic inspection of gas appliances (6 radiators and the boiler) Completed 12 Feb 2018; **next due Feb 2019**
- Copies of PAT (portable appliance tests) for electrical equipment – checked December 2017; **next due Dec 2018**

C. FIRE RISK ASSESSMENTS

C1 ON THE FORECOURT

Fire exit route - clear

Wooden Playhouse and Store – no fire risk

Rubbish in bags near the road – check daily

Cigarette Disposal box is located on the wall in the front forecourt. No smoking signs are displayed in the main forecourt.

Defibrillator battery and pads, and circuit to cabinet by notice board – no fire risk

C2 IN THE ENTRANCE LOBBY

There is no fire risk in the entrance lobby. The notice boards are made of fire retardant felt (new August 2013) except for the one at the top of the stairs

No smoking signs are displayed on the main doors and all notice boards

One Class A Water extinguisher mounted on the wall in the Lobby Entrance (for use on paper, wood and textiles)

Leaflets are stored in dedicated storage displays

C3 IN THE LOWER HALL

No smoking signs are displayed on the fire proof door

Chairs - new in 2009, so materials assumed to be fire retardant and risk reduced due to smoking ban

Kettle PAT tested December 2017; **next check due December 2017**

Leaf blower PAT tested December 2017 **next check due December 2018**

C4 IN THE MAIN HALL

No smoking signs are displayed on every door

One Class A Water extinguisher in the Main Hall mounted on the wall by main doors (for use on paper, wood and textiles)

One CO₂ extinguisher in the Main Hall mounted on the wall by main doors (for use on flammable liquids and electrical fires)

Wiring new in 2010 and checked in 2016 - Certificates in H+S / Fire safety folder

Wires located in trunking (August 2013)

- Chairs - new in 2009, so materials assumed to be fire retardant. Risk reduced due to smoking ban. Stored neatly in dedicated storage area. Sign/notice provided giving stacking guidance **of max 8 chairs per stack?** Spare chairs – contact Trustees.
- Toddler equipment - Stored neatly in dedicated storage area. Risk reduced due to smoking ban
- Pre-School Cupboard - Tidy cupboard, but contents require reducing where possible. Risk reduced due to smoking ban
- General Store Cupboard - Tidy cupboard, but contents require reducing where possible. Risk reduced due to smoking ban
- Mezzanine Area Furniture - Chairs - new in 2009, so materials assumed to be fire retardant. Risk reduced due to smoking ban.
- Preschool's bookcase – ensure contents are stored tidily in the bookcase and not on the floor which would present a trip hazard.

C5 IN THE CLEANER'S CUPBOARD, MAIN HALL

Cupboard is kept locked.

Notice of contents provided on inside of door - toilet rolls and inflammable cleaning solutions

All chemicals are stored upright.

COSHH Safety Sheets for bleach, toilet and all purpose solutions in Health and Safety folder

C6 IN THE KITCHEN

Risk Assessment Folders - placed in labelled cupboard

One CO₂ extinguisher (for use on flammable liquids and electrical fires)

Checked December 2017; **next check due December 2018**

One fire blanket

Notice displayed - Do not store flammable items on top of microwave or below the boiler

Kitchen has a fire door; hatch has a plasterboard door with a fire resistant lining

Microwave (new on 24/11/2015), two fridges, urn, insect killer, cooker hood, toaster, oven,

electric hob (new in Feb 2016) and kettle - PAT (portable appliance test) passed September 2016

Checked December 2017; **next check due December 2018**

Boiler Landlord's gas safety check by British Gas 12th February 2018 **next inspection February 2019**

Bins/Rubbish All users to remove rubbish and take away: weekly check required by Hall Maintenance Officer (HMO).

C7 IN THE TOILETS AND REAR LOBBY

There is no fire risk in the toilets

C8 IN THE CLEANER'S CUPBOARD, RAER LOBBY

Cupboard is kept locked.

Hoover and brooms kept in cupboard – no fire risk.

C9 ELECTRICAL SAFETY

Electrical Equipment PAT testing required annually

Checked December 2017; **next check due December 2018**

Hoover PAT tested and passed September 2017; next check due December 2018

PA Equipment New in 2012, PAT tested and passed December 2017; **next check due December 2018**

Wiring - new in August 2010. Annual visual check - OK

Professional check due every 5 years (certificates in H+S folder) Roof space rewired July 2015

Due July 2021

Emergency Lighting - new in August 2010. Annual visual check - OK

External Emergency Lighting installed April 2013; checked and passed December 2017; **next check due December 2018**

C10 GAS SAFETY

British Gas Contract – in file in kitchen cupboard; checked 12th February 2018; **next check February 2019**

C11 REAR SIDE EXIT

At present, this exit is inadequate with regard to the steps, the lighting, and the difficulty evacuating people away from the building.

(If we lost the use of the rear exit for any reason, the hall would NOT have to shut down, but the numbers allowed at any function would have to be reduced from our current stipulation, a maximum occupancy of 100)

***ACTION:** paragraph to be amended February / March 2018 when JO completes the work on the new fire escape*

Fire Action Notices are placed in the hall.

Exterior Letter Box: Metal (to reduce the risk of arson)