

# **Castleton Village Hall - Fire Safety Risk Assessment**

## **Description of Premises**

Castleton Village Hall is a stone/brick built single-story community building situated on the High Street in the centre of the village. The Hall is a registered charity and is run by a Management Committee of local volunteers. The committee consists of representatives from user groups and elected members of the public.

The facilities comprise the Main Hall, the Small Hall (Supper Room), an entrance lobby, sanitary accommodation, a catering kitchen and two store rooms. The Hall is available to hire for both private and public events and can accommodate up to 120 people with 66 in the Main Hall and 54 in the Supper Room.

There is no on-site parking. There are emergency exits leading directly out of the building from the Main Hall and the Supper Room. Please see the attached Fire Plan.

A Public Entertainment Licence is in force.

The Hall is hired by a range of voluntary organisations, private individuals, the local school and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Hire Agreement and Standard Conditions 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 **is not** licensed for the sale of alcohol. Hirers are responsible for arranging any licence which is necessary.

## **Principal Uses of the Village Hall**

The Village Hall is used for a wide variety of functions. These cover, but are not limited to, Dance Classes, Coffee Mornings, School PE lessons, Christmas concerts, meetings of the Danby Group Parish Council and charity fund raisers.

The Village Hall Management Committee encourages 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.

The Management Committee encourages hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The attached plan is available to all Hall users, is published on the web site and is also on the notice board in the Supper Room.

## **People at Risk of Fire**

**Staff:** The Village Hall Committee does not employ any staff.

**Trades People:** The committee employs local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. The cleaner has a key to the building and is generally on her own when working. Local trades people who are familiar with the building may gain access to the Hall by borrowing a key from the cleaner or via the key safe. Others are to be advised of fire safety procedures prior to commencing work.

**Hall Users (up to 120 maximum inside at any time):** These will generally be familiar with the Hall. Those that are not will find the simple layout easy to navigate and assimilate. Both Halls have easily identifiable fire exits. Emergency lighting is installed over fire doors and around the Hall, and this is tested regularly. There are fire doors fitted with push-bar releases that exit directly outside. The main double entrance doors to the Hall must be kept unlocked whenever the Hall is in use for a function.

**Disabled Persons:** At a typical function, there may possibly be a number of disabled persons present. It is the responsibility of Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. Emergency exit doors are on a level with the paths outside, which are either concrete or finished with tarmac, however there are a number of steps on the exit route from the Supper Room.

**Children:** It is the responsibility of hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. Primary Hall user groups, e.g. Castleton School, are expected to have carried out their own Fire Risk Assessment.

**Other Members of the Public (who are not using the Hall):** Members of the public may walk past the front of the Hall and at the rear near the bowls club.

### **Possible Causes of Fire**

<b>Source of Ignition</b>	<b>Source of Fuel</b>	<b>Source of Oxygen</b>
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. skirting boards, wood panelling).	Open to the air.
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc).	The portable device itself and then any combustible materials close to it.	Open to the air.
Kitchen appliances (i.e. hob, oven, fridge, kettle, microwave).	The appliance itself and then any combustible materials close to it.	Open to the air.
Smoking.	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air.
Cooking accidents.	Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob.	Open to the air.
Arson.	Could be any source.	Open to the air.
Candles and other naked flames.	The candles and combustible materials close to them.	Open to the air.

## Control Measures

Fire hazard	Risk to people from fire hazard	Measures to avoid or reduce risks
Fire inside the Hall	Smoke inhalation. Burns. Death.	<p>Ensure fire escape routes are clearly signed and illuminated to ensure that routes can be easily utilised when necessary.</p> <p>Ensure sufficient and correct fire fighting equipment is available and that a qualified practitioner inspects it at least once per year.</p> <p>Ensure Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are.</p> <p>Ensure the hirers know that they must organise a fire marshal to check the building has been vacated and that the fire brigade has been called out (as appropriate).</p> <p>Ensure that furnishings are made of a non-combustible material or a material that has been fire proofed to the standard applicable at the time of purchase.</p> <p>Ask hall users to remove all their rubbish when they leave the building (i.e. emptying any bins)</p> <p>The Management Committee to test the ease of access to and through the escape routes and to the assembly points at least once a year and log the results.</p> <p>Users are to be made aware of their responsibilities under the Premises License (via the Booking process). 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</p>
Fire on the premises outside the Hall.	Evacuating people towards the source of the fire	Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is coordinated properly and safely
Faulty electrical systems, kitchen appliances or portable devices.	Burns.  Electrocution while attempting to put out the fire with water.	<p>Fixed wiring systems are to be checked once every 3 years by a qualified practitioner and portable appliances are to be checked every year. A Certificate of Inspection will be obtained for each inspection.</p> <p>Ensure suitable (not water) fire fighting equipment is available close to the likely sources of electrical fires.</p>
Smoking.	Smoke inhalation. Burns.	A No Smoking policy will be enforced throughout the premises. No Smoking signs will be strategically placed throughout the building.
Cooking accidents.	Smoke inhalation. Burns.	<p>Ensure users are aware of appropriate safety precautions concerning the use of the cooker and how to cope with oil fires.</p> <p>Ensure there is a fire blanket available close to the hob, for putting out oil fires</p>

Children playing with matches or other combustibles.	Smoke inhalation. Burns.	Ensure hirers are aware of their responsibility to supervise children while inside the Hall	
Arson.	Smoke inhalation. Burns.	Ensure Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage and lock up on departure. Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.	

Fire Evacuation Plan	
<b>Emergency Evacuation Plan for :</b>	Castleton Village Hall
Premises address and contact number	7A High Street, Castleton, Whitby, North Yorks. YO21 2EE 07931 850633
Plan date	17/03/25
Review date	28/03/26

<b>Sound of the alarm</b>
The sound of the alarm will be a shouted warning and/or ringing hand bell.

<b>Raising the alarm</b>
In the event of a fire beginning the alarm is to be raised, by whoever discovers it, as soon as possible.

<b>Actions which should take on hearing the alarm</b>
<p>The following actions will be taken upon the fire alarm being sounded/raised:</p> <ul style="list-style-type: none"> <li>• The person responsible for hiring the hall will take charge and lead in the fire evacuation (Responsible person).</li> <li>• Dial 999 and request attendance by the Fire Service.</li> <li>• Responsible person to provide the Fire Service with their name, name of building, building address (as detailed above), contact number and details of fire.</li> <li>• Responsible person to commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating.</li> <li>• Responsible person to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.</li> <li>• If safe to do, electrical mains should be switched off before leaving the building. The location of these</li> </ul>

is shown on the attached Fire Plan.

- Responsible person to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service
- Meet at fire assembly point to check all occupants are accounted for.
- Responsible person to liaise with Fire Service upon their arrival.
- Responsible person to notify Hall Management Committee.

#### **Escape routes- see attached Fire Plan**

The escape routes from the building are:

1. Main entrance doors onto High Street.
2. Side fire exit onto the Bowling Green.

#### **Fire assembly point**

The fire assembly point is High Street.

#### **Fighting fires – Extinguisher use**

Fire extinguishers will only be used when it is deemed to be safe to do so i.e. there is a clear means of escape available and the fire is small.

**Personal safety always takes priority and, if in any doubt, do not attempt to extinguish a fire**

#### **Location of key safety hazards or other fire related equipment**

Mains fuse box: Inside store 1. See attached Fire Plan.

#### **Equipment needed to effect the emergency plan**

Mobile phone.

#### **Variations to plan**

If variations to normal activities are such that the plan does not adequately cover these activities, then consider whether a separate evacuation plan is needed in these instances:

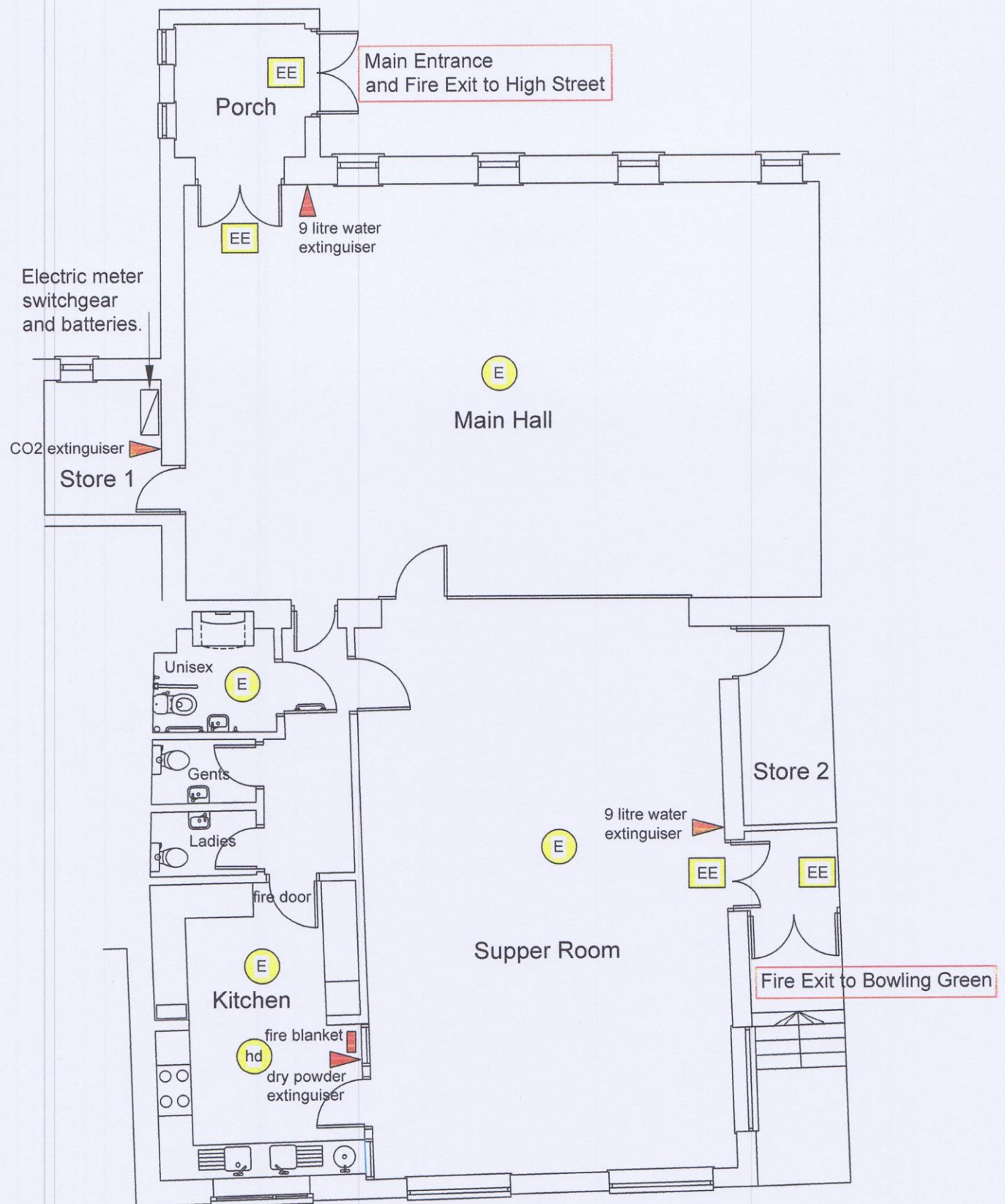
#### **Responsibilities**

For ensuring plan is up to date

Hall Management Committee.

For advising hirers of the hall on the evacuation plan and in their roles and responsibilities

Hall Management Committee.



Castleton Village Hall Fire Plan