

Brimpton Village Hall

Fire Safety Risk Assessment

Name of premises: Brimpton Village Hall (BVH)
Brimpton, Crookham Common Road, RG7 4ST

Designated Responsible Person: John Dolphin (Chair, BVH Management Committee)

Person completing the Assessment/ John Dolphin

Designated Competent Person: John Dolphin

FIRE SAFETY POLICY:

Our policy is to protect all persons, including volunteers, customers, contractors and members of the public from potential injury and damage which might arise from a fire at our premises.

We will provide safe and healthy working conditions, equipment and systems of work for all volunteers. We will provide all information, training and supervision required for this purpose.

This policy has been signed by John Dolphin as confirmation of the Management Committee's commitment to fire safety and compliance with all legal requirements.

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John Dolphin (Chair, BVH Management Committee)

Description of the premises:

Building construction	1909 DETACHED, SINGLE STOREY, PURPOSE BUILT VILLAGE HALL OF BRICK CONSTRUCTION UNDER A LOFTED ROOF-SPACE WITH TIMBER TRUSSED RIDGE ROOF AND CLAY TILES.
Approximate area	110 square metres
Number of floors	One
Considered level of risk	LOW

Plans of the building and its grounds are attached, showing escape routes, fire extinguishers points and the position of a fire alarm.

Volunteers and visitors:

Use of the Hall and if any of the users have mobility issues	<p>BVH IS RUN BY A GROUP OF ABLE BODIED VOLUNTEERS.</p> <p>THE HALL HOSTS MANY EVENTS THAT ARE ATTENDED BY OLDER PERSONS AND MANY OF THEM WILL HAVE SOME FORM OF MOBILITY ISSUES.</p> <p>BVH COMPLIES FULLY WITH THE DISABILITY DISCRIMINATION ACT 1995 AND IS FULLY ACCESSIBLE FOR PEOPLE WITH DISABILITIES WHO ARE USING THE HALL, INCLUDING HAVING RAMPED ENTRANCEWAY/EXIT TO ALLOW EASY ACCESS FOR WHEELCHAIR USERS.</p> <p>THE HALL IS OFTEN UNOCCUPIED BUT MAY BE USED AT ANY TIME OF THE WEEK, BETWEEN 08.00 AND 24.00 (APPROXIMATELY), DEPENDING ON ANY PARTICULAR EVENT BEING HELD.</p> <p>IT IS NOT POSSIBLE TO STATE THE MAXIMUM NUMBER OF PEOPLE WHO WOULD BE IN ATTENDANCE ON ANY PARTICULAR OCCASION, OTHER THAN TO SAY THAT THE HALL'S MAXIMUM ALLOWED CAPACITY (INSIDE) IS 60 SEATED OR 100 STANDING.</p>
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The following Assessment has been compiled in accordance with The Regulatory Reform (Fire Safety) Order 2005, which reformed fire safety laws and covers general fire precautions and other fire safety duties in non-domestic property; and The UK government's '5 Key Steps' checklist to completing a Fire Safety Risk Assessment

1: Fire hazards and Control methods

Source of ignition	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as completed
Cooking facilities	Kitchen	<p>The electric oven and its ceramic hob have no flame for ignition of materials</p> <p>Very limited use of oil-based cooking products and the cooker is always supervised.</p> <p>A CO2 fire extinguisher is located in the kitchen.</p> <p>In addition, an approved Fire Blanket is kept within easy reach should it be required.</p>	Yes	<p>N/A</p> <p>N/A</p> <p>Annual service contract in place.</p> <p>10 year life blanket, new July 2024.</p>			
Heaters	Main Hall	<p>Main Hall heating is by electric storage heaters.</p> <p>Additional electrical radiant heating is available (when required) from six units positioned high on the side and end walls. Automatic cut out ensures the heaters are not operating for an extended period of time.</p>	Yes				
	Other rooms	<p>All other rooms are served by electric Dimplex storage heaters.</p>					

Source of ignition	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as completed
Fixed electrical equipment	All rooms	<p>Fixed electrical installations are inspected every 5 years by a qualified electrician and safety certificate issued.</p> <p>With adequate power sockets, trailing leads across floorspace are rarely used and only permitted for a specific purpose and short duration.</p> <p>All hirers are advised of the dangers and must sign to confirm they have read and will conform to the terms of BVH Fire Safety Risk Assessment.</p>	Yes	<p>Next inspection is due October 2026.</p> <p>Booking Form to be amended.</p>	<p>JD</p> <p>BM</p>	<p>Aug 24</p>	
Lighting	All rooms	All lights are ceiling fixed and not in proximity to combustible materials	YES				
Smoking	All rooms	As an enclosed premises that are open to the public, the whole of BVH is a no -smoking area and signage is displayed accordingly.	YES				
Arson	Building	<p>Volunteers are on duty at Hall-run events and Hirers are required to sign their acceptance of and adherence to all the BVH Risk Assessments.</p> <p>There is no waste collection from BVH so no external bins holding combustible materials.</p>	YES				

Source of ignition	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as completed
Arson (continued)		Building is always locked and secured when not in use. The premises are protected by CCTV.	YES				
Flammable Materials	Store Room	All cleaning materials are stored in steel cabinets in the store room. None are close to any source of ignition.	YES				
Waste materials		There is no waste collection from BVH so no external bins holding combustible materials. All rubbish is taken away by hirers or volunteers.	YES				
Furniture/fittings (e.g. curtains etc)	Main Hall Storage rooms	Curtains are fire retardant. All other chairs with small soft-furnished seats are never near any source of ignition	YES				
Electrical equipment		PAT testing is undertaken annually. Hirers are advised that all PAT items must have been tested within the last 12 months	YES	Next PAT tests due July 2025	JD	July 2025	

2: People at Risk

What is the risk	Location	Control measure(s)	Suitable Y/N	What needs to be done	By whom	By when	Signed as completed
People with disabilities (including mobility, hearing, vision impairment)	All rooms	<p>The Hall hosts many events that are attended by older persons and many of them will have some limited form of mobility issues.</p> <p>BVH complies fully with the Disability Discrimination Act 1995 and is fully accessible for people with disabilities. This includes a ramped entrance hallway exit for wheelchair users and disabled toilet facilities.</p> <p>Other than the stage, the entire premises are on one level, with 3 separate exits available. Flooring is non slip with no trip hazards.</p> <p>Exits are clearly signed.</p>	Yes				
Staff working alone	All rooms	<p>Volunteers, the cleaner and some contractors may sometimes be working alone. All have been advised in procedures applicable in the event of fire.</p>	Yes				

What is the risk	Location	Control measure(s)	Suitable Y/N	What needs to be done	By whom	By when	Signed as completed
Visitors unfamiliar with the building		<p>At BVH events there are always BVH volunteers in attendance to guide visitors.</p> <p>BVH is a single storey building with non-slip flooring and without trip hazards.</p> <p>Hirers running their own events have signed to confirm their understanding and adherence to BVH H&S and Fire Safety Risk Assessments, that require them to supervise their attendees.</p>	Yes				
Contractors		Contractors are generally accompanied by a volunteer but if working alone are given instructions on what to do in the event of a fire	Yes				

3: Evaluate, Remove, Reduce and Protect

Evaluate your fire safety precautions	Y/N	What needs to be done	By whom	By when	Signed as completed
Are possible ignition sources kept separate from combustible materials	Yes				
Are possible ignition sources controlled to minimise the risk of fire	Yes				
Would a fire be discovered quickly? Will everybody be warned of the fire immediately	Yes				
Is escape possible in more than one direction	Yes				
Can everyone escape (with or without assistance)	Yes				
Are the exits easy to identify and reach	Yes				
Are escape routes free of obstruction	Yes				
Do Fire Escape doors open outwards	Yes				
Are Fire Escape doors easy to open	Yes				
Is the alarm system tested and maintained in accordance with the relevant British Standard	Yes				
Is the emergency lighting system tested and maintained in accordance with the relevant British Standard	Yes				
Are fire extinguishers tested and maintained in accordance with the relevant British Standard	Yes	Annual Service Contract in place with Atlas Fire Protection Ltd		Next service July 2025	

Fire Fighting and Detection

Fire warning system	Mains electric smoke alarm in ceiling of KITCHEN, STORE ROOM AND LOO HALLWAY, checked monthly
Emergency lighting	Automatic emergency lighting at hall exits in the event of power cut, checked monthly. Escape routes are all signed with emergency lighting
Other fire preventing methods	None maintained
Fire extinguishers, hose reels and fire blankets	As shown on the Plan
Fire escape routes and exits	As shown on the Plan

4: Record, plan and train

Procedures and Training

How will people be warned if there is a fire	The person discovering the fire should raise the alarm by shouting, 'Fire'
What should users do if they discover a fire	The person discovering the fire should raise the alarm by shouting, 'Fire'
What is the evacuation procedure	<p>Because no staff are employed at the Hall, there are no designated Fire Wardens. Members of the BVH Management Committee and other volunteers who assist at Hall events are issued instruction in evacuation procedures and in what action to take in the event of fire. Whichever volunteer is on site will usher all occupants through the NEAREST escape route to assemble at the Fire Assembly Point in the side carpark as shown on plan, checking all rooms are unoccupied, including toilets, before leaving if safe to do so.</p> <p>Because no staff are employed at the Hall and no one from the building owner may be present when the building is in under hire, Hirers are responsible for the Hall and the persons in it during the period of hire. Hirers have been advised of evacuation procedures and the locations of escape routes and firefighting equipment are marked on a plan that is posted in the Hall and on the BVH website and is also provided at the point of hire.</p> <p>By signing the Hiring Agreement Hirers confirm that they have made themselves aware of the content of this Risk Assessment, which is posted on the BVH website, and that they must make themselves familiar with the provided firefighting equipment and agree to their responsibilities. No further action required.</p>
Who are the Fire Wardens	Because no staff are employed at the Hall only volunteers will be on-site when the building is occupied so there are no designated Fire Wardens. All volunteers are instructed and will direct evacuation.

	Hirers have been advised to designate two responsible persons to act as Fire Wardens; one to ensure that all rooms have been fully evacuated and the second to ensure that following the evacuation all attendees have gathered at the Fire Assembly Point.
Where should people assemble and how will evacuation be checked	The Fire Assembly Point is in THE SIDE CAR PARK. As an open village hall, there is no record of the number of people in attendance at any one time of BVH sponsored events, or their number. Hirers are advised to keep a record of the number of people attending their event.
How often are Fire Drills carried out	As no staff are employed at the Hall, drills are not held because they would have to be notified and organised events. Members of the BVH Management Committee and other volunteers who assist at Hall events are issued instruction in evacuation procedures and in what action to take in the event of fire.
Further guidance	BVH Committee members and volunteers have been issued with written guidance on what to do in the event of fire, together with: <ul style="list-style-type: none"> 1. a plan showing the location of the BVH firefighting equipment and the designated escape routes from the building; and 2. a graphic of which fire extinguisher to use on particular fire types and how they should be used.

Fire Safety Records

Do you have records of staff instruction and Training	Yes. See Committee minutes
Where are those records kept	Online.
Who is responsible for maintaining them	Secretary. Standing Item on Committee Agenda.

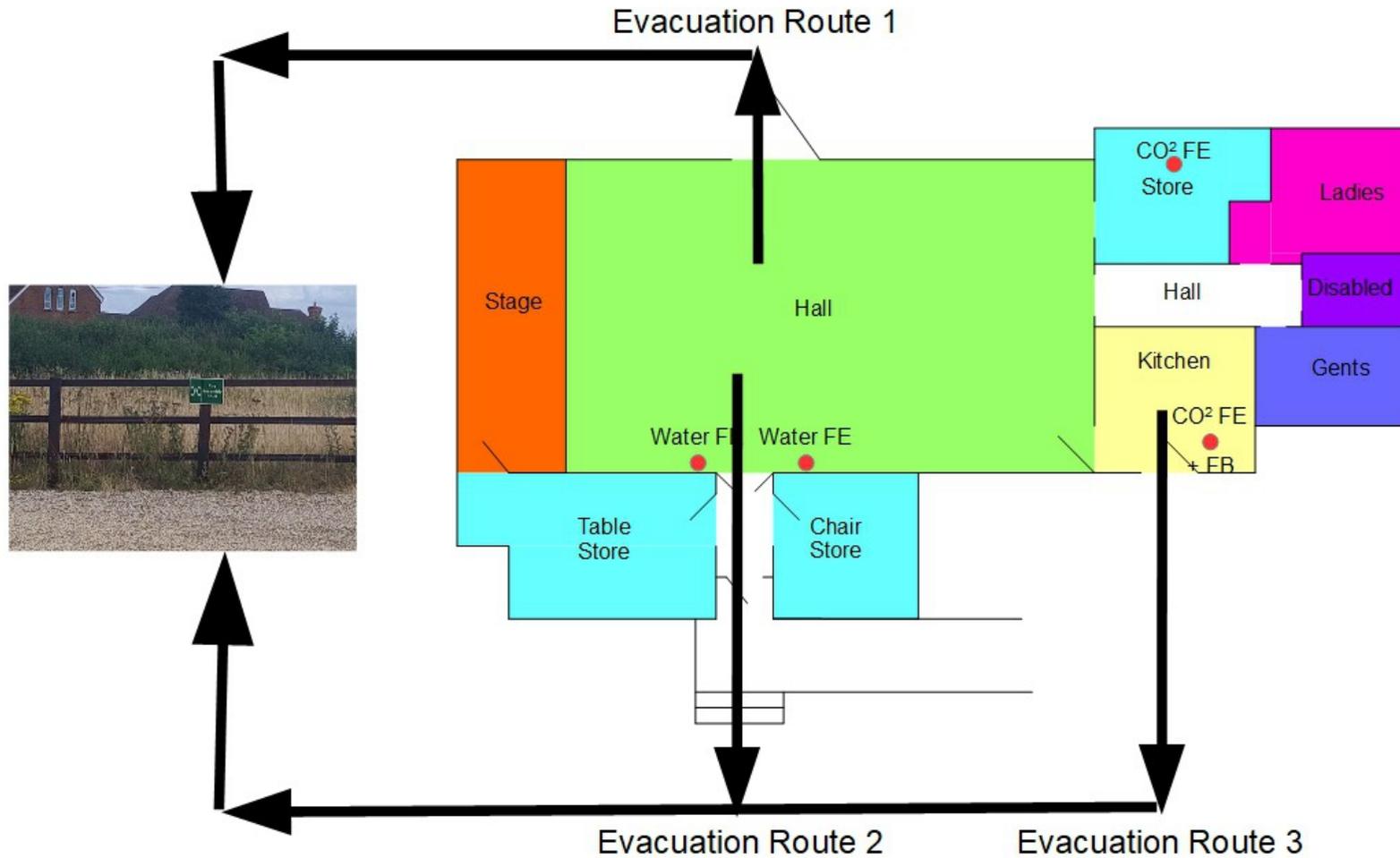
5: Review

The Fire Safety Risk Assessment will be kept under regular review and revised as appropriate and/or to accommodate:

- Any changes to the building, inside or out
- If a fire or issue of concern should occur
- Any changed work practices

Date of next review: July 2025

BRIMPTON VILLAGE HALL EVACUATION ROUTES AND MUSTER POINT IN CAR PARK



Symbols found on fire extinguishers & what they mean

		
	Water	Foam spray
Wood, paper & textiles 	✓	✓
Flammable liquids 	✗	✓
Flammable gases 	✗	✗
Electrical contact 	✗	✗
Cooking oils & fats 	✗	✗

How To Use Fire Extinguisher

Remember the **PASS** word (**P**ull - **A**im - **S**queeze - **S**weep)

P	A	S	S
Pull Pull The Pin	Aim Aim At The Base Of Fire	Squeeze Squeeze The Operating Handle	Sweep Sweep From Side To Side
↓ Break seal and test extinguisher	↓ Ensure you have a means of escape	↓ To operate extinguisher and discharge the agent	↓ Completely extinguish the fire
			

ACTION IN THE EVENT OF FIRE

The preservation of life is paramount. By remaining calm and following these basic actions, as far as possible, you should ensure the safety of yourself and all others in the Hall.

Several of the following actions can be conducted in parallel:

1. **Quickly assess the situation:**

Do not attempt to fight a fire if you do not feel competent to do so. **If it is an electrical fire, DO NOT USE EITHER OF THE EXTINGUISHER TYPES AT BVH UNLESS YOU ARE CERTAIN THAT THE ELECTRICAL POWER HAS BEEN TURNED OFF.**

2. **Alert:**

If other people are in the building, **THE FIRST PERSON TO NOTICE THE FIRE SHOULD CALL, 'FIRE'** as loud as possible and for long enough to be sure that all persons in the building have heard it.

3. **Call:**

CALL THE FIRE & RESCUE SERVICE (FRS) using 999 or 112 on a mobile phone, giving

Location: **Brimpton Village Hall, Crookham Common Road, Brimpton RG7 4ST.**

What3Words: **officer.tributes.obliging** (the entrance to Brimpton Village Hall)

Do not assume someone else has made the call.

If possible and safe to do so, a nominated person should stay at the roadside and wait to liaise with the FRS.

4. **Evacuate:**

The fire exit from the Main Hall is operated by a Panic Emergency Fire Door Exit Push Bar.

USHER PEOPLE OUT OF THE BUILDING, using both of the designated escape routes **to assemble at the Fire Assembly Point (outside in the Car Park to the side of the building)**. Two responsible persons should be designated as Fire Wardens; one to ensure that all rooms have been fully evacuated and the second to ensure that all attendees have gathered at the Fire Assembly Point.

DO NOT STOP TO COLLECT ANY PERSONAL BELONGINGS.

If safe to do so, the last person out should try to close all doors behind them to prevent the fire and smoke spreading through the building and also to reduce the level of oxygen available in any room to feed the fire.

5. **Rear external doors:**

The rooms furthest from the two double-door escape routes are the kitchen and the Committee Room. These doors must be kept locked at all times but in the event that passage to the designated escape routes is blocked, keys to these external doors are hung alongside them so they could be used to exit the building.

UNDER NO CIRCUMSTANCES SHOULD YOU RE-ENTER THE BUILDING UNTIL THE FRS HAVE TOLD YOU THAT IT IS SAFE TO DO SO.