

# **Dorney Village Hall**

## **Fire Risk Assessment**

### **Description of Premises**

Dorney Village Hall is a 50-year-old community building, built of hollow pre-cast concrete panels, situated at the following address:

Off Meadow Way (Junction with Oak Stubbs Lane), Dorney Reach, Maidenhead, SL6 0DS

It meets all current building regulations regarding fire hazard and disabled access.

The building comprises an entrance lobby (the lobby has separate men's, women's and disabled toilets and a cloakroom), a Main Hall with an Annex/Meeting Room and a Stage, two storage rooms (for furniture and other equipment) and a separate kitchen. There is also a locked room off the Main Hall used as a Tuck Shop for the Playground.

Internal doors are fire-resistant. Exit doors open outwards and can be push operated for wheelchair users. Window and Stage curtains are made of fire-resistant material. Cooking, heating and water-heating is by electricity.

The hall can be partitioned off to provide:

- (1) a meeting room 4m x 7m (holding about 30 people seated).
- (2) a main hall 15m x 7.4m (holding about 150 people standing or about 100 sitting at tables).

All parts are available to hire for both private and public events.

The car park to the front of the building, has space for approximately 25 cars.

Three emergency exits lead directly out of the building - from the main hall and the annex. They are clearly lit with emergency lighting. The premises meet all the requirements of the current disability legislation. To the front of the building is a car park which is the designated ASSEMBLY POINT.

The Hall is NO SMOKING area.

No FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES or INGNITED CANDLES are permitted inside the building.

Fire extinguishers are situated in the entrance lobby, kitchen, meeting room and the storeroom on the left of the Stage. They are routinely inspected.

Fire Hazard is low, and therefore RISK IS LOW.

The Village Hall is managed by a Management Committee.

## Principal Uses of the Village Hall

The hall is hired by a range of organisations, and private individuals, for a wide variety of activities. All events are “self-managed” by the Hirer. A written agreement between the Village Hall and the Hirer forms the basis of the hiring arrangement. The Booking Form and Terms and Conditions of Hire draw the hirer’s attention to the health and safety obligations that the Booking places upon them.

The Management Committee encourages all users of the Hall to carry out their own Fire Risk Assessment.

This Fire Risk Assessment has been done by the 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 HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD.** It is advisable to take a note of the name of everyone attending your event.

The Management Committee encourages Hirers to make themselves aware of the exit routes, the firefighting equipment, the location of the equipment and the escape routes. The plan is available to all Hall users and is also displayed on the Notice Board in the entrance lobby. They should also identify the assembly point.

It is the responsibility of hirers to ensure the hall is securely locked after use, as the building should never be left open and unoccupied. Access to keys is controlled by Management Committee Members. The Playground Tuck Shop has separate locks and keys.

## People at Risk

Those at risk in the event of fire are:

- **Trades People:** The Management Committee employ local trades people on both an ad-hoc and scheduled basis for a number of purposes, including cleaning and building maintenance. Local trades people who are familiar with the building may gain access to the hall by borrowing a key from a Committee Member, while others are always escorted by one or more Management Committee Members.
- **Hall Users** (up to 150 inside at any time): Some of these (regular users) will generally be familiar with the hall. Those that aren’t will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has easily identifiable fire exits on 3 sides. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There is a set of double-fire doors in the entrance lobby, with a push bar, that exit directly outside.
- **Disabled Persons:** At a typical function there may be a limited number of disabled persons. It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on a level with the areas or ramps outside, which are either tarred or paved, so there are no barriers to wheel chairs.
- **Children:** It is the responsibility of hirers to ensure all children within the Village Hall are supervised and that they are given adequate assistance in the event of an evacuation.
- **Other Members of the Public (who are not using the Village Hall):** Members of the public may walk past the Village Hall on their way to the playground, playing field, Multi Use Games Area or tennis court.

## **Possible Causes of Fire**

- Main power supply fault
- Portable electrical appliances fault
- Kitchen equipment faults (other than portable electrical appliances)
- Cooking accidents
- Waste (accidental ignition)
- Soft furnishings – accidental ignition
- Stage scenery and props – accidental ignition
- Deliberate ignition

## **Control Measures**

The primary and general control measures taken by the Management Committee are to ensure 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 consists of the following: 4 extinguishers; a Fire Blanket.
- The advice of the inspection practitioner to increase, change or move location of the fire-fighting equipment is followed.
- The location of the fire-fighting equipment, emergency lighting and escape routes are clearly marked on a Plan that is displayed on the wall by the front entrance and available to all users and staff.
- All Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. A test of continued illumination in event of a power failure will be done quarterly.
- The Management Committee tests the ease of access to and through the escape routes and to the assembly points at least once per year and log the results.
- Any furnishings belonging to the Village Hall that are less than one metre from the floor are made of a non-combustible material, or a material that has been Fire Proofed to the standard applicable at the time of purchase. This applies to all curtaining on the stage irrespective of distance from the floor level.
- Security lighting (sensor operated) is provided and maintained in order to discourage potential intruders.

- A record of key holders is kept. Also kept is a record, by date and session, of those hirers (ie: organisers of regular events) that have been given temporary access to a key.
- The waste bins are checked each time the kitchen is cleaned for any fire hazards (eg: loose, inflammable materials such as paper). Where any loose material is found it will be placed inside the exterior waste bins or removed from site.
- All Village Hall Users will be made aware of their responsibilities via the Booking Form.
- All Regular User Groups will be advised that they should carry out their own Fire Risk Assessment. Whilst the Management Committee will advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

**DIAGRAM OF VILLAGE HALL SHOWING FIRE EXITS**

# Dorney Village Hall

## Fire Exits, Fire Extinguishers/Blankets & Electricity Fuse Box



**Note that the ASSEMBLY POINT is the car park.**

BD 13APR19

# FIRE!

## In the event of a Fire

### DIAL 999

- 1) The **Responsible Person (the Hirer)** will instruct all persons to leave the building using the nearest available **Emergency Exits**, and to muster together as soon as possible at the **ASSEMBLY POINT – the Car Park**.
- 2) A **Roll Call** should be taken.
- 3) **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE**. There is no public telephone in Dorney Village Hall. If you have a mobile phone, **Dial 999 or 112** and give this address:

**Dorney Village Hall,  
Off Meadow Way (Junction with Oak Stubbs Lane)  
Dorney Reach  
Maidenhead  
SL6 0DS**

- 4) The **Responsible Person** should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- 5) On the arrival of the Fire Brigade, the **Responsible Person** should report to the Officer in Charge that a Roll Call has taken place and all persons are safe, or should inform him/her of anyone who is missing from their last known position.
- 6) Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If in any doubt, get out of the building.
- 7) If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 07802 365448 (Bookings Secretary).

**NOTE: All incidents no matter how small must be reported to the Village Hall Bookings Secretary – [enquiries@dorneyvillagehall.com](mailto:enquiries@dorneyvillagehall.com)**