



SLITTING MILL VICTORY HALL

(Registered Charity No. 522768)

Slitting Mill Road
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FIRE RISK ASSESSMENT

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Introduction

The Slitting Mill Victory Hall Management Committee (VHMC), in line with current legislation, have upgraded their fire protection to the Victory Hall.

The VHMC are following the guidelines as set out in 'The Regulatory Reform (Fire Safety) Order 2005', which came into force on 1st October 2006. (This document is available on the Slitting Mill Village web site.)

The VHMC are also following 'The Government Guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly'. (This document is available on the Slitting Mill Village web site.)

The guide describes 5 steps to be taken when carrying out a Fire Risk Assessment:

Step 1 - Identify Hazards

Step 2 - Identify People At Risk

Step 3 - Evaluate, Remove, Reduce And Protect From Risk

Step 4 - Record, Plan, Inform, Instruct And Train

Step 5 - Review

A copy of the above named documents and this Risk Assessment are available on the Slitting Mill Village web site. The Risk Assessment only is available in the wall pocket next to the Victory Hall notice board in the main hall. Please do not remove this from the hall.

Each of the separate areas within the Victory Hall, as detailed below, have been assessed individually for sources of ignition, fuel, oxygen, fire detection, fire-fighting, escape routes, emergency lighting, signs and notices, and are in the Risk Assessment Table.

- Main Entrance & Foyer
- Disabled Toilet
- Store Room
- Main Hall
- Stage
- Under Stage Storage
- Toilet Area corridor
- Male Toilet
- Female Toilet
- Kitchen
- Annexe

The following pages contain assessment details of the various sections as shown in the Introduction of this Risk Assessment.

Step 1 - Identify Hazards - Sources Of Ignition, Fuel And Oxygen

Electrical

Fixed/Portable electrical equipment is positioned throughout the hall, from the lighting circuit, wall sockets, wall/ceiling heaters, hand dryers and kitchen equipment.

Hirers bringing in electrical equipment of their own and plugging into the halls electrical circuit.

The Victory Hall has a current electrical certificate for fixed items and this will be renewed every 5 years. Portable equipment has a current PAT test certificate and will be renewed every 2 years.

The VHMC ask that Hirers' equipment are PAT tested or visually inspected to ensure it is good condition, but this is dependent on the hirers carrying out these instructions.

Building Structure

The building was first constructed in the 1950s, with two extensions added later.

The building is of conventional build, brick walls, with a metal truss roof and a false tiled ceiling to the main hall and timber trusses with plasterboard to the extensions. Generally there are uPVC windows throughout except to the entrance where there are metal window frames into wooden outer frames

The stage area is of wooded truss and floorboards, with a low level storage area beneath.

Throughout the hall there are curtains to the windows, and to the stage, the stage curtains are fire proof.

All areas have smoke/heat detectors and alarm push points connected to a central fire alarm box with alarm bells throughout the hall.

The hall is a very open environment, compartmentalised to the foyer, main hall, annexe and toilet area, so should a fire start there is a natural resource of oxygen to keep the flames alight. There are no automatically closing doors.

Step 2 - Identify People At Risk

People at risk from a fire are as follows;

- Committee members inspecting the hall.
- Cleaners.
- Contractors carrying out any repair works.
- Hirers of the hall. Within this group, there are sub groups as follows:
 - Able bodied
 - Disabled, physically / mentally / blind / deaf.
 - Elderly
 - Children

They all have their different needs.

Step 3 - Evaluate, Remove, Reduce And Protect From Risk

Evaluate

The hall is considered to be a low risk of fire occurring. The main sources of fire as detailed in Step 1 are kept to a minimum by good housekeeping and maintenance.

The electrical systems and devices are regularly checked and certificates issued.

The building structure is in a good state of repair and there are no naked flame heating devices.

Remove

As a hall with various types of users who store their equipment in the hall, all equipment is stored in cupboards, so there are no loose items cluttering the various areas.

All exits are clear of cupboards, chairs, tables or equipment, no flammable chemicals are stored in the hall.

Reduce

The risk of fire can be reduced by informing hirers of their obligations to fire safety, along with constant good housekeeping and monitoring.

Fire alarm systems, exit doors, emergency lighting are checked on a regular basis.

The hall, in line with guidelines, is a no smoking and no vaping area, with a designated smoking area away from the hall.

Protect From Risk

There is a fully functioning fire alarm system with smoke and heat detectors, fire bells connected to break glass alarms, all are connected to a central fire panel situated in the entrance foyer, this is checked/tested on a monthly basis and yearly for the whole system.

The hall also has numerous fire exit doors with panic bolts, all sign posted and with emergency lights internally and externally. Emergency lights are checked on a monthly basis and operation of the fire doors is checked weekly.

Throughout the hall there are various fire extinguishers; foam for general areas and CO₂ for areas where there may be electrical fires, with a fire blanket in the kitchen. These are visually checked weekly and yearly by a registered contractor.

Step 4 - Record, Plan, Inform, Instruct And Train

Record

The Hall has a log book of checks as follows.

Weekly

- Exit routes checked to ensure they are kept clear and fire doors open correctly.
- Rubbish has been cleared away. Where hirers produce a large amount of rubbish, they have to clear it immediately; small amounts may be left in a stainless litter bin in the kitchen.

Monthly

- Visual check of fire extinguishers.
- All emergency lights are operated and run to check all lights are on.

Half Yearly

- All emergency lights are operated and run for 1 hour to ensure the batteries are fully operational.

Yearly

- Fire extinguishers and fire blankets are checked by a registered contractor.
- All emergency lights are operated and run for 3 hours to ensure the batteries are fully operational.
- Smoke detectors are smoke tested and heat detectors are tested to ensure correct operation.
- Emergency break glass alarm points are tested to ensure they operate the alarm bells.

- Portable appliances are PAT tested.

5 Yearly

- All electrical systems are fully tested and certified.

Plan / Inform

The Victory Hall Terms and Conditions for Hirers contain all information on the operation of fire alarm systems, emergency exits. Hirers' obligations are clearly stated.

All information regarding the fire procedures are given to hirers in the Victory Hall standard terms and conditions and is also in the wall pocket next to the Victory Hall notice board in the main hall, hirers can also be given verbal instruction by a member of the hall committee if required.

The committee have representatives of the hirers as crucial committee members and so hirers' requirements and suggestions are always taken into account when planning any form of works, alterations or changes to the programme.

Information can then be passed on to hirers and they are pre warned of changes and are given information.

Instruct And Train

The hirers are given the following details in their standard terms and conditions of hire:

- Details of the fire alarm system and its use.
- Details of the evacuation procedure in case of fire.
- Instructions into the use of a fire extinguisher/fire blankets.

In addition to the above, the Committee offer hirers a face to face instruction of all of the fire related details given above if required.

Step 5 – Review

The Risk Assessments will be reviewed annually, but will be reviewed as required if there are any fundamental changes to the hall or requirements of hirers.

Because constant contact with hirers is maintained, any requirements for a change of assessment can be addressed.