

# Prestwood Village Hall Fire Risk Assessment

## Sources of Ignition

The main sources of ignition are the various electrical items found in the hall kitchen. These include the gas hobs, kettle, microwave, and fridges. These are all inspected on a regular basis and electrical equipment is PAT tested annually. When the hall is not in use there are no sources of fuel present in or around electrical equipment or the hobs. It is therefore incumbent on kitchen users not to allow sources of fuel close to electrical equipment and in particular, anywhere near the gas hobs when lit.

In the main hall there is a thermostatically controlled curtain heater above the entrance door from the entrance lobby. This is served by the central heating gas boiler but has an electrical fan.

There are hand dryers in the toilets fed from spur sockets and are tested every five years as fixed electrical equipment. The hand dryer in the kitchen is PAT tested annually as it is a plug in dryer.

There are no electrical items in the store rooms. However, there is a smoke detector installed in this area.

Fixed electrical equipment is tested, as required , on a five yearly basis, the next test being due in 2024.

## Sources of Fuel

In the kitchen, cabinets are a source of fuel. Most sources of fuel will be introduced by kitchen users during hire periods. These may be packaging, food, towels, clothing, paperwork etc.

The store rooms to the back of the hall store various wooden cabinets and cupboards, composite tables and staging and costumes and props owned by Prestwood Players.

The main hall and small store rooms at the Wycombe Road end contain rigid plastic chairs. There is also a piano.

The passageway to the kitchen from the front door has no sources of fuel unless introduced by hirers.

### People at Risk

All attendees are at risk should there be a fire at the hall.

### Evaluate, remove, reduce and protect

#### Kitchen

It is considered that the risk of fire at Prestwood Village Hall is relatively low. The main risk would come from the naked flame from the gas hobs. Combustible materials are kept away from the hobs and all users of the kitchen are reminded that sources of fuel must be kept well away from the hobs. Electrical equipment is regularly inspected and PAT tested. If any equipment is found to be faulty, hirers should remove it from the kitchen, inform the management committee immediately through the hall contact page at [www.prestwoodvillagehall.org.uk](http://www.prestwoodvillagehall.org.uk) and, where practicable label the equipment as faulty. All of the equipment in the kitchen is deemed to be necessary for the functionality of the kitchen.

There is a fire escape in the kitchen which leads out to the rear of the hall. We ask hirers to ensure that the fire exit is kept clear at all times. There is a CO2 fire extinguisher and a fire blanket fixed to the wall close to the hob. There is a heat detector on the ceiling in the kitchen and a carbon monoxide detector. There is a separate cupboard located in the corner of the kitchen which houses the gas boiler. There is a CO2 extinguisher in this cupboard along with a heat detector and a carbon monoxide detector. We would ask kitchen users not to overload sockets by introducing extension leads or double socket adapters.

#### Main Hall

There is very little in terms of sources of ignition or sources of fuel in the main hall. The main risk would come from the introduction of external equipment introduced by hirers and attendees. These would usually be in the form of speakers and equipment used in presentations but is not limited to these. We

ask that all hirers and attendees ensure that electrical equipment brought into the hall be PAT tested.

Sources of fuel would again be mainly introduced by hirers in their equipment, paperwork etc. We ask that all hirers and attendees clear away equipment at the end of the hire period, put composite tables back in the store racks, stack chairs in the appointed areas and use their equipment in a responsible manner to reduce any fire risk.

There are four fire escapes from the main hall, all double doors with push bars. These lead out into the car park, the side of the hall on the parade side, on to the pavement by the Wycombe Road and out in to the Village Hall lobby. We ask hirers to ensure that these doors are kept clear at all times.

There are three water fire extinguishers in the main hall and a smoke detector on the ceiling.

### Small Hall

There are no forms of ignition in the small hall. Again, the main risk of ignition would come from the introduction of electrical equipment by hirers so we ask that all equipment be PAT tested.

Sources of fuel would again be introduced by hirers and attendees and we ask that hall users clear away their equipment at the end of the hire period, stack table in the store racks, stack chair in the appointed areas and use their equipment in a responsible manner to reduce any fire risk.

There is a fire escape which is a single door that leads out on to the parade side of the hall.

There is a smoke detector on the ceiling and a water fire extinguisher is situated in the corner of the hall.

### Passageway to Kitchen

There are 2 water fire extinguishers in the passageway and a manual fire alarm bell situated close to the entrance doors in the general entrance lobby.

### Original Entrance Lobbies

The original entrance lobby and bus shelter are used occasionally for access in to the hall. The bus shelter has timber benches. The inner entrance has the mains feed in to the hall located at high level in a store room to the left of the lobby as you enter from the outside. There is a fuse board located at high level in the lobby over the cupboard door to the left as you enter the lobby from the outside. There is a CO2 extinguisher on the wall to the right hand side of the cupboard as you enter from the hall.

### Toilets

There is a fuse board located in the disabled use toilet at high level. This is include in the five yearly annual inspection.

### Emergency Lighting

Emergency lighting is located in all areas of the hall. This is placed to lead towards fire exits in the case of an emergency. Emergency lighting is tested and recorded monthly with test results documented and any failure dated and any replacement also dated.

### Identified Issues

It has been pointed out that there is a step down from the fire escape that leads from the main hall out in to the car park. Organisers of events must be aware of this issue and inform users should the use of the fire doors be required. The step is shallow and outlined with yellow paint.

The curtains that hang in the main and small halls are fire retardant and certificates are held by the management committee.

### Fire extinguishers

Fire extinguishers are provided and dotted around the hall in various positions. These are indicated on the site map on the website and by a notice on the

notice board. Users should take time to familiarise themselves with these positions. There is a water fire extinguisher in the Prestwood Players store. The fire extinguishers are inspected on a regular basis and inspection records are kept. HOWEVER, it is the advice of the management and trustees that, upon discovery of a fire, all hall users should evacuate the building and inform the fire services rather than attempting to tackle a fire if they are not confident with the use of fire extinguishers or if they feel that the fire is established and threatens life.

### Policy Review

This policy will be reviewed on an annual basis or at any time that an issue is identified and brought to the attention of the management committee.