

## The Braithwaite Hall Fire Risk Assessment.

This Assessment has been issued by the Management Committee for all hirers, users, visitors and others in the hall. Last updated 8<sup>th</sup> March 2015.

### Description of Premises

The Braithwaite Hall is the local village hall for Far and Near Sawrey and is situated in Far Sawrey. The building was built in the mid 1700s and consists of a main room, a kitchen and ladies/gents/ disabled toilets. The main hall can hold 100 people seated and is hired out to local residents and visitors. The hall is used for many different types of functions such as youth groups who may stay overnight, walking and cycling groups, local family parties, May Queen days, cream teas, National Trust meetings, Parish Council meetings and occasional wedding receptions. The hall has a tiled roof and rendered stone walls. Smoking is strictly forbidden in the hall.

This fire assessment has been carried out to help prevent fires, to put them out quickly if they do happen and to ensure everyone in the hall can escape quickly in the event of a fire.

The assessment is in four parts – i) possible causes of fire, ii) people at risk, iii) removing fire risk and iv) fire assembly point.

#### i) Possible causes of fire:

##### in the kitchen:

Source of ignition	Source of fuel	Source of oxygen
Any fault in the main control box, meters or electrical circuits	The wall, cupboard and any materials close to the box	Air around cupboard
Faulty electrical items or white goods, plugs and cables	The items themselves and any materials close by	Air around items
Oven and hob cooking fires	The cooker itself and any materials nearby	Air around cooker
Cooking accidents	Pans, food, oil on hob or in oven	Air around oven

##### in the main room:

Source of ignition	Source of fuel	Source of oxygen
Electric lighting	Ceiling and lighting itself	Air in main room
Storage heaters	Storage heater itself, materials left on top of heaters	Air in main room

##### in the toilets:

Source of ignition	Source of fuel	Source of oxygen
Illegal smoking, cigarette ends in bins.	Cigarettes, hand towels.	Air in main room

## in the grounds and outbuilding:

Source of ignition	Source of fuel	Source of oxygen
Marquees	Chairs, tables, clothing, marquee itself.	Air in marquee
Fireworks	People's clothes, trees, dry grass.	Air outside
Cigarette ends thrown into grass or outbuilding	Dry grass, tree branches on land. Chairs and stored items in outbuilding.	Air outside
Car engine fire in car park	Other cars.	Air outside.

## ii) People at Risk

**All hirers and users:** the hall is hired out to a diverse range of people. Local residents use the hall for various functions. Groups from outside the area hire the hall for cycling and walking and may stay overnight. The age range of hall users ranges from children to the very elderly, demonstrating a range of physical ability. This needs considering if fire evacuation is necessary. The main hall is one large open room and has a clearly signposted fire exit.

Emergency lighting is installed and there is a push bar fire door in the hall next to the main room leading out into the grounds. The kitchen has two outside doors leading into the grounds. Anyone hiring the hall needs to make sure they are aware of fire notices, extinguishers, fire exits and the fire evacuation.

**Staff:** The hall committee does not employ any staff but pays for the domestic services of a local resident. This person has a very good knowledge of the fire and general risk areas and is on the hall committee.

**Tradespeople:** The committee uses local tradespeople for the purpose of special skilled work which cannot be done by volunteers, such as difficult decorating, carpentry and electrical work. All tradespeople are met by a committee member and shown the fire fighting equipment.

**Volunteers:** Volunteers occasionally carry out building maintenance, painting, general gardening and odd jobs. In the summer local residents make cream teas and throughout the year local residents help out at various events. All volunteers know the hall well and are reminded of fire safety by fire notices around the hall.

**Disabled People:** the hall has ramps for wheelchair users which can be put in place at events. The paths from the ramps are concrete and easy to use if escaping a fire. All hirers should ensure wheelchair users are aware of the emergency exits. Hirers should also note those people who are hard of hearing, have limited eyesight and are very elderly. These people may need extra help in evacuating the hall.

**Children:** Hirers who hold events attended by children should make sure they are supervised at all times. Hirers must also provide help to those children present in the event of an emergency.

### iii) Control measures

Fire hazard	Risk to people	Measure to reduce hazard	Measure to reduce risk to people
Fire in the hall	Burns, death	<p>Smoke detectors which are tested regularly.</p> <p>2 Fire extinguishers, tested</p> <p>Signs over storage heaters stating they must be uncovered.</p> <p>There are 'no smoking signs' on walls.</p> <p>Electrical cables and meters checked regularly.</p> <p>Regular groups using the hall are encouraged to carry out their own fire Risk Assessment.</p> <p>All doors and windows are kept closed when the hall is not in use.</p> <p>The fire assessment will be reviewed each year and recorded.</p> <p>One copy is to be kept in the hall, one in a file and a copy which hirers can download from the website.</p>	<p>There is a clearly signposted fire exit.</p> <p>There is a push bar fire exit leading out into the grounds.</p> <p>There are two ramps for the emergency exit for wheelchair users and a hand rail for other users. The path exit for wheelchair users must be kept clear.</p> <p>Emergency lighting is installed inside and outside and this is tested monthly and is logged.</p> <p>There is a notice of 'what to do in the event of a fire' on the pin board.</p> <p>Hirers are asked to acquaint themselves with the fire evacuation, fire fighting equipment, exits, assembly point and telephone box in an emergency. .</p> <p>Hall users are asked to take rubbish out of the hall when they leave.</p> <p>Candles are prohibited.</p> <p>An emergency torch is provided in the kitchen.</p>
Fire in kitchen from cooker	Burns, electrocution from using water on fire.	There is a fire blanket in the kitchen on the wall and extinguisher in kitchen.	<p>The kitchen has two outside doors leading into the grounds.</p> <p>Guidance on the booking form states not to leave the cooker unattended.</p> <p>The kitchen guidelines state that youth groups and children will have to be supervised when in the kitchen.</p>
Fire from kitchen white goods	Burns and electrocution from using water on fire.	Fire blanket in kitchen Extinguisher in kitchen	<p>All goods and leads tested every three months.</p> <p>The kitchen guidelines state that youth groups and children will have to be supervised when in the kitchen.</p>
Fire in toilets	Burns	No smoking signs are displayed in toilets.	

Fire from hall curtains, chairs and tables	Burns.	All curtains and chairs to be made fire resistant.	Users will be asked to keep chairs and tables clear of storage heaters. The kitchen guidelines state that youth groups and children will have to be supervised when in the kitchen.
Fire in grounds	Burns, death	Booking guidelines and notice outside prohibit fireworks	
Fire from marquee	Burns, death		If a marquee is erected, hirers will need to have a fire exit and an emergency plan in place.

**iv) Fire Assembly Point:** all people escaping a fire should collect on the grass to the left of the car park in front of the hall.

The Hall is a registered charity and is run by a Management Committee of thirteen volunteers of whom five are trustees. This risk assessment was done by the secretary of the management committee. This involved:

- looking at the government website 'Fire safety risk assessment: small and medium places of assembly' which offers guidance for village halls re fire safety and legislation.
- the secretary walking around the hall, grounds and car park with another member of the management committee, noting what might pose a fire risk.
- writing down who could be harmed by fire hazards and what controls were in place to manage these risks.
- discussing the findings with the management committee. The committee then decided to put in place all the fire risk controls suggested. The committee also decided that the fire risk assessment would be shown to all workers doing jobs at the hall, and shown to all hirers on the website. A copy was also put up on the hall pinboard.
- The management committee decided to review the fire risk assessment every year.
- The committee then elected a member to be put in charge of fire safety controls in the hall.