POLICES AND PROCEDURES
THE EVINGTON HALL

EHP 3 Fire Safety Risk Assessment

FOR PUBLISHING ON THE EVINGTON HALL WEBSITE AND PRINTED COPY IN THE 'PROCEDURES FOR HALL USERS' FILE TO BE FOUND IN THE HALL KITCHEN

Description of Premises

Evington Hall is situated on the edge of Hastingleigh village. The Hall is a registered charity and is run by a Management Committee of local volunteers who are all Trustees of the Hall. The public areas comprise the Main Hall, an entrance lobby, toilets and disabled toilet, and a kitchen. In addition, there is a raised stage and backstage area.

The Hall and immediate vicinity is a no smoking area and there are no alarm system/smoke detectors.

Fire extinguishers (foam and CO2) are situated in the entrance hall, inside the double doors to the main hall and in the storage area behind the stage. They are routinely inspected, and the certificates are held in Hall records.

There is a fire blanket available in the kitchen.

In addition to the main double-door entrance, there is an emergency exit leading directly out of the building from the Main Hall, and one from the back stage area to the car park.

The main double doors are BOTH locked/unlocked using the same key.
Both need to be unlocked and opened for wheelchair access/emergency evacuation.

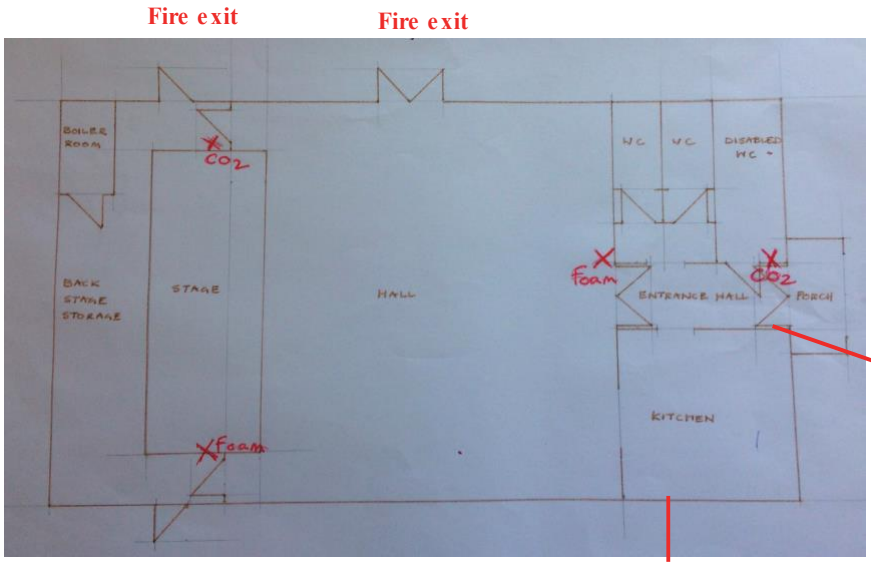
The premises meet all the requirements of the current Equality Act 2010 and are licensed for entertainments.

A written agreement between the Evington Hall and the Hirer forms the basis of the Hiring arrangement.

Principal Uses of the Hall

The Hall is available to hire for both private and public events.

Location of Fire Extinguishers and Exits/Fire Exits



Responsibilities of the Hirer

THE HIRER IS DEEMED THE "RESPONSIBLE PERSON" AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD. THE RESPONSIBLE PERSON IS ALSO DESIGNATED AS THE FIRE OFFICER DURING THE HIRE PERIOD

Hirers are required to read the Information File prior to the hire period. This is available on the Hall website, and a hard copy is kept in the Hall. This will ensure that hirers are aware of the exit routes, the firefighting equipment and the plan of the Hall, detailing the location of the equipment and escape routes.

The hirer should have a list of the names of everyone attending their event, including those who may need help to evacuate in the event of an emergency.

Hirers should identify the assembly point, which is under the trees beyond the hall car park.

It is the responsibility of hirers to ensure the alarm is set and hall is securely locked after use. The building should never be left open and unoccupied.

The Hall Management Committee encourages all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and their activities. The Management Committee encourages hirers to make themselves aware of the exit routes, the fire fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users, displayed in the kitchen and is also part of the Terms and Conditions of Hire form sent out with the Booking Form.

People at Risk of Fire
Staff including Trustees
Trades People
Hall Users
Disabled Persons
Children
Other Members of the Public (who are not using the Hall)

Fire Risk
Control Measures

There is no fire alarm system in the Hall

			Measures to avoid or reduce	
Fire hazard	**Likelihood 1=low 5=high**	**Risk to people from fire hazard**	**The hazard**	**Risk to people**
Fire inside the Hall	2	Smoke inhalation. Burns. Death.	Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once per year. The location of fire-fighting equipment and exits are clearly marked on a plan of the Hall, which is published online and on the notice board. A test of emergency lighting in event of a power failure will be done annually. Ensure that Hall furnishings 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 includes window curtains, chairs, etc. Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)	Ensure Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly point is. Also, ensure the hirers know that they must organize a fire marshal to check the building has been vacated and that the fire brigade has been called out (as appropriate). Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. Users will be made aware

				of their responsibilities under the Premises License (via the Booking process, information on the Hall's website, noticeboard and information file to be found in the kitchen).
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the fixed wiring once every 5 years and portable appliances are checked every year. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires.
Fault in oil fired boiler	1	Smoke inhalation. Burns	Annual boiler maintenance. A Certificate of Inspection will be obtained for each inspection.	Access to boiler room restricted and heating levels remotely controlled
Smoking	3	Smoke inhalation. Burns.	A No Smoking policy will be enforced throughout the premises and environs.	No Smoking signs are strategically placed throughout the building and outside.
Cooking accidents	3	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker and how to cope with oil fires.	Ensure there is a fire blanket available close to the hob, for putting out oil fires.
Children playing with	2	Smoke inhalation.		Ensure hirers are aware of

matches or other combustibles		Burns.		their responsibility to supervise children while inside the Hall.
Arson	1	Smoke inhalation. Burns.	Ensure Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

Fire Assembly Point

Under the trees by the field gate, beyond the tarmacked area away from the village centre.

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