

## FILLONGLEY VILLAGE HALL FIRE RISK ASSESSMENT CHECK SHEET

Use this checklist as a basis for your risk assessment.

Review regularly and keep up to date

Premises: Fillongley Village Hall

Date:

Chairman: Martin Peebles

Signature: .....

This fire risk assessment should identify:

- Items which pose a risk of fire within the Village Hall
- Features of the Village Hall which could place people at risk in the event of a fire
- Measures which can be put into place to reduce or eliminate those risks

<i><b>Hazard</b></i>	<i><b>Yes/ No</b></i>	<i><b>Risk Level Low/ Med/ High</b></i>	<i><b>Existing precautions and procedures</b></i>	<i><b>Date Done</b></i>	<i><b>Signature/ Initials</b></i>
<b>IGNITION SOURCES</b>					
Smoking taking place on the premises (maybe in a private area)	N	L			
Use of oven for cooking or other source of ignition	Y	M	Responsible adults in attendance		
Light bulbs or fittings kept next to combustible material	N	L			
Electrical equipment in poor condition and not maintained	N	L			
Heating systems in poor condition & unmaintained	N	L			
Portable or radiant heaters in use	N	L			
Potential for arson	Y	L			
Other ignition sources	N	L			
<b>COMBUSTIBLE MATERIALS</b>					
Combustible materials eg paper not stored safely	N	L			
Walls/ceilings have combustible coverings	N	L			
Other combustible items which may pose a significant threat	Y	L	Stored securely in a locked cupboard		
Flammable substances are used/ stored in the Hall	Y	L	Stored securely in a locked cupboard		
Combustible waste is not correctly managed	N	L			

<b>PEOPLE AT RISK</b>					
Users of the Hall are at risk from the tasks they carry out	N	L			
Users of the Hall work alone or in remote areas	N	L			
Users of the Hall are untrained to react quickly to a fire or an alarm	N	L			
Some users of the Hall with special needs are at risk	N	L	Monitored by users of the Hall		
Some users of the Hall cannot react quickly to a fire or an alarm	N	L	Monitored by users of the Hall		
Other people living near or working on the premises are not safe	N	L			
Other parties cannot react quickly to a fire alarm and/or have special needs	N	L	Monitored by users of the Hall		
<b>ADVERSE STRUCTURAL FEATURES</b>					
The premises include features that could result in rapid fire spread, heat spread or smoke spread	N	L			
There are no procedures to control any changes or additional hazards in the Hall	N	L			
<b>FIRE DETECTION AND WARNING</b>					
There are no facilities or arrangements in place for detecting a fire	Y	M			
There are no arrangements in place for giving warning in case of fire	Y	M	A Rotary fire alarm bell has been fitted	January 2017	
The detection system does not give enough warning for everyone to escape from the premises	Y	M			
<b>MEANS OF ESCAPE IN CASE OF FIRE</b>					

Escape routes are not free of combustible materials and obstructions	N	L			
Escape routes do not lead to a place of safety	N	L			
Taking into account reaction time, not everyone can get to a place of safety in under three minutes	N	L			
Taking into account reaction time, not everyone in high risk areas or with only one escape route can reach a place of safety or a point where more than one route is available in about one minute	N	L			
Corridors/staircases are not protected where necessary	N	L			
Escape routes are not wide enough	N	L			
Doors do not open in the direction of escape	N	L			
Door fastenings are not easy to open without the need for a key	N	L			
Escape routes are not signed using pictograms	N	L			
Escape routes are not adequately lit	N	L			
<b>PROVISION OF FIRE FIGHTING EQUIPMENT</b>					
There is no suitable fire fighting equipment provided	N	L			
It is not situated on exit routes or adjacent to exits	N	L			
Users of the Hall are not able to use the fire fighting equipment	N	L			
Fire fighting equipment is not clearly visible & signed	N	L			

Fire fighting equipment is not regularly serviced, maintained and replaced	N	L			
<b>FIRE EMERGENCY PLAN AND TRAINING</b>					
The fire emergency plan does not include: <ul style="list-style-type: none"> <li>▪ Action to be taken by users of the Hall in the event of fire</li> <li>▪ Evacuation procedures</li> <li>▪ Arrangements for calling the fire service</li> <li>▪ Arrangement to liaise with emergency services when an incident occurs</li> </ul>	N	L			
The plan is not clearly displayed in the Hall	N	L			
Users of the Hall are not trained in what to do in a Fire emergency	Y	L	Responsible adults always in attendance		
<b>RECORDS OF FIRE SAFETY TRAINING AND EQUIPMENT MONITORING</b>					
Written records are not kept of dates of staff & volunteer training?	N/A				
Written records are not kept of safety checks on fire escape routes	Y	L	Not recorded – visual checks carried out by users of the Hall		
Written records are not kept of maintenance checks on fire fighting equipment	N	L			
The fire risk assessment is not reviewed and updated regularly	N	L			

## Fillongley Village Hall Procedures

# FIRE

- 1 Please make sure your guests are aware of the Fillongley Village Hall Floor Plan which shows the position of fire extinguishers.
  
- 2 In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest exits and assemble at fire assembly point located in the field beside the main car park. Only the door from the main hall to the field and the front door are suitable for wheelchair exit.

- 3 **CALL THE FIRE BRIGADE using your mobile phone. DIAL 999.** (The nearest public telephone is outside the Manor House Public House, Coventry Road, Fillongley in the centre of the village; turn left out of the Village Hall).

**GIVE THE VILLAGE HALL ADDRESS:-**

***FILLONGLEY VILLAGE HALL, COVENTRY ROAD, FILLONGLEY,  
COVENTRY CV7 8EQ***

- 4 Attendants should ensure that once the Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.

- 5 While waiting for the Fire Brigade, telephone one of the Committee:

**Martin Peebles tel no: - 01676 542234**

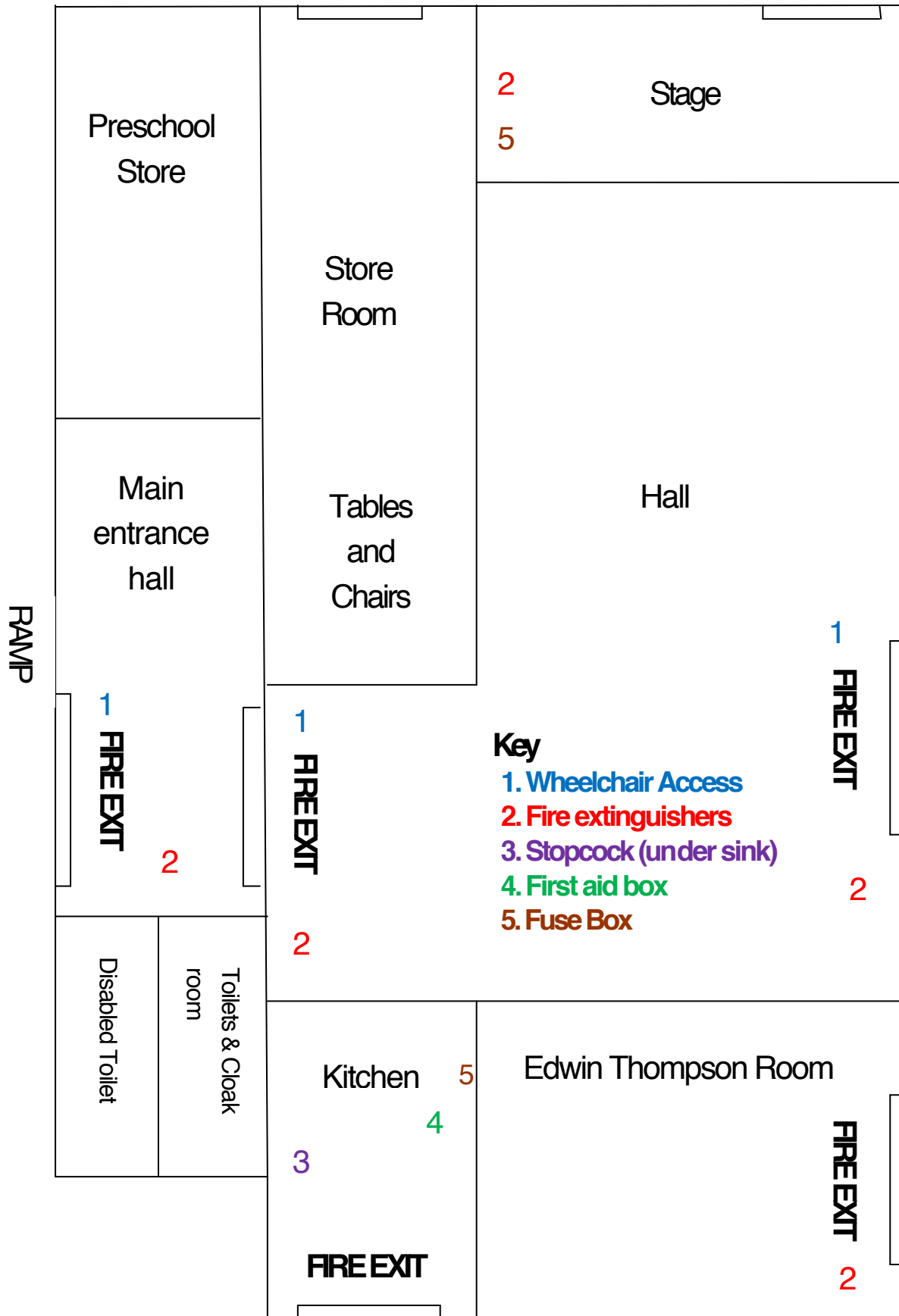
**Heather Badham tel no: - 01676 549193**

Or any other member known to you.

- 6 On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.

- 7 Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.

# FILLONGLEY VILLAGE HALL FLOOR PLAN



**Fire assembly point in field**