

Fire Safety Risk Assessment Bishop Sutton Village Hall

Address	Bishop Sutton Village Hall Wick Road Bishop Sutton
Date of first assessment:	29/1/2024
Name of assessor:	David Duckett
Review Frequency:	Annually

Property Description:	
<p>The building was purpose built as a village hall opened in May 1997. The structure is of steel framed clad with breeze blocks, bricks and stone with a metal corrugated roof, the internal walls are plastered brick. The ground floor is divided into ten rooms; room one is the main hall the second, is a small kitchen the third is a bar, the fourth is a lounge area fifth is a male toilet sixth is a disabled toilet, seventh is female toilet, eighth is female changing room and ninth is Male changing room. There is a small cleaners cupboard along the corridor. Main public access is via a reception area; rear access is through a glazed double door with panic bars into the lounge area and a fire escape. Another set of panic door bars is adjacent to the male changing room/cleaners cupboard. The main hall has double fire door with panic bars opening into the car park all doors carry illuminated fire escape signs. No property adjoins the building; the site has a domestic property to the south east, a road to the north east and a sports field to the west and east. The mezzanine floor is reached by a steel staircase and is used as a training/meeting room.</p>	
Occupancy:	Size:
<p>Times premises in use: Various between 6:00am and midnight Max number people standing any time:250 Max number of people seated:155 see note 1 Max number of people seated at tables 122 see note 2 Max number of people using Taylor room 20 see note 3 Max number of people using the stage 30 see note 4 Max number of people using the lounge 25</p>	<p>Building Footprint: (metres) Hall 155m² Number of floors: two Number of stairs: one</p>
Fire Safety Systems	
<p>Fire Warning System:</p> <p>Smoke detector & fire alarm</p>	
<p>Escape Lighting:</p> <p>All fire escapes have emergency lighting There is a fixed land phone line available for emergency calls Mobiles work via hall internet code freely available.</p>	

Fire Safety Risk Assessment Bishop Sutton Village Hall

How a Fire Could Start
<ol style="list-style-type: none">1. The kitchen has an electric cooker, microwave and a toaster2. Flammable materials3. Heating system4. Candles or similar5. External sources6. Electrical systems or appliances
Precautions
<ol style="list-style-type: none">1. The hall is only hired to adults and there are age restrictions on using the kitchen. Deep fat fryers are not permitted. Smoke detectors are fitted2. No flammable material are permitted on the premises3. The heating system is a heat exchanger with no ignition source is within the building4. Candles or similar are not allowed5. It is unlikely a fire would transfer unseen from external sources (see above)6. The electrical system is tested regularly. Any hirer wishing to use their own electrical appliances must show a PAT test. The hall does not have any PAT testable items
Escape Routes
The escape routes are out the main entrance into the car park or out of the front fire escape into the car park or out via lounge area into rear car park or out through the rear fire escape into rear car park. For committee arranged events the committee will account for those present, for hirers it is the hirer responsibility to account for those present.
Fire Alarm
The alarm is raised by smoke detection or by activating call buttons.
Fire Extinguishers
Fire extinguishers are serviced annually

Fire Safety Risk Assessment Bishop Sutton Village Hall

Summary of Significant Findings	
1.	

Action Plan

Next Review Date	Comments
April 2025	

Note 1:

Seating used in rows must be locked together of no less than 7 chairs and no more than 17 chairs. There must be an aisle between rows so that no seat is more than 7 seats away from an aisle.

Note 2:

Tables used in rows across the hall must allow aisles of 1.05m width to allow access and escape routes. Tables placed around the edge of the room (dance hall style) do not require the provision of aisles

Note 3:

Access to the Taylor room is limited to one steel staircase, this restricts the numbers that can use the room to 20. If the number of users wishing to use the room include any one who is disabled, then the number is reduced to 15

Note 4:

The number on stage must be reduced by one person for every 1m² of scenery or fixed props