

Fire Risk Assessment

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| Company | Tennyson d'Eyncourt Memorial Hall |
| Address | 3 Beck Hill Tealby Lincolnshire LN8 3XU |
| Date | 5 October 2024 |
| Completed by | Tony Fairclough, following Home Office guidance "Fire safety risk assessment: small and medium places of assembly, 28 August 2024" |
| Signature | |
| Rooms | Entrance and Hall (ground floor area 160m2) Ladies, Gents, Disabled toilets Kitchen & Bar Mezzanine room (floor area 25m2) |

Step 1 Identify Fire Hazards

- 1.1 The main sources of ignition are electrical equipment located in the kitchen eg oven, hob, dishwasher, microwave, fridge. Other sources are electric sockets, portable appliances and lighting located throughout all hall areas. Smoking. Space heating. Unattended cooking. The use of candles. Contractors hot work.
- 1.2 The main sources of fuel are Christmas decorations, wooden tables and chairs, wooden floor, panelled walls and roof, curtains. There are no flammable liquids or gases stored in the hall.
- 1.3 The main source of oxygen is the natural airflow through doors and windows.

Step 2 Identify People at Risk

- 2.1 People using the hall; hirers of the village hall, contractors, volunteer cleaners, children, elderly, people with disabilities. Hall numbers are controlled; maximum 80 seating, 100 standing. A lone worker risk assessment has been completed with training and monitoring in-place.

Step 3 Evaluate, Remove, Reduce and Protect from Risk

- 3.1 The risk of fire occurring
The risk of a fire starting are considered low. The electrical equipment is well maintained, tested every 5 years. Portable equipment is PAT tested every year. The gas boiler serviced annually.

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3.2 Evaluate the risk to people from fire

The entrance and main hall, toilets, kitchen and bar are at ground floor level and are open to 2 escape routes, lit by emergency lighting and signed. The mezzanine room has a short staircase with direct access to the fire escape, lit by emergency lighting and signed.

3.3 Remove or reduce fire hazards

The hazards from electrical equipment in the kitchen are an essential part of the facilities available to the users of the village hall. Hazards are reduced as far as possible through regular maintenance, inspection and servicing. Smoking is prohibited. Space heating is by a well-maintained gas boiler and hot-water radiators. Hall hiring conditions don't allow any unattended cooking or the use of candles or fireworks. Housekeeping is maintained to a high standard. Contractors are required to have fire safety controls for hot work. Bins are kept orderly to minimise arson risks. There is a designated smoking area at the back of the hall away from the bins.

3.4 Remove or reduce the risks to people

The fire risk to people has been minimised as far as reasonably practical.

Fire action notices, fire escape signs and emergency lighting assist people in the event of a fire to allow them to escape safely through the front entrance or the rear fire escape door.

CO2 fire extinguishers are provided near the electrical consumer board in the main hall, and in the kitchen for electrical fires. 2 water fire extinguishers are located in the entrance porch and a second in the bar area. Water and foam extinguishers are provided on the corridor outside the mezzanine room. A fire blanket is located in the kitchen.

Fire evacuation instructions are provided to hirers and users electronically and in the Health & Safety file. Given the open nature of the hall, a simple shout of fire is required to raise alarm and to evacuate the building. The fire assembly point is located in the carpark. People requiring assistance have personal emergency evacuation plans.

Smoke detectors are located in the kitchen, hall and mezzanine areas.

All fire prevention and fire-fighting equipment is maintained in effective working order through periodic maintenance. Fire extinguishers are serviced annually and records kept. Emergency lighting, smoke alarms and visual fire extinguishers checks are made monthly and recorded in the Health & Safety file. The caretaker routinely checks housekeeping, emergency exit door operation, and that escape routes are clear.

Step 4 Record, Plan, Inform, Instruct and Train

The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce risk to people are contained in the preceding sections of this report. Fire hazards and prevention requirements are clearly stated in the hall hire agreement terms and conditions. Fire Safety training is provided annually to Volunteers after the AGM.

Next Assessment review date September 2025

5 October 2024