

# Heron Hall & Playing Fields, Storth

## Fire Risks and Policy

(Reg Charity - Storth Playing Field - No. 503690)

**In the event of fire evacuate the premises. Ensure your own safety. Check the premises are empty as far as is safe. Dial 999. Only if safe, and maintaining your escape route, consider using the fire extinguishers provided to fight the fire. Do not take risks to attempt to save property or premises. Muster and record the evacuees on the field. If possible facilitate fire service road access.**

The nearest postal address is:

Shaw Lane  
Storth  
Milnthorpe  
LA7 7JD

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### General Introduction

Any person who has any level of control in any premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. During hall lets this role must be taken by the hirer.

This Fire Risk Assessment has been carried out having regard to government guidance Fire Safety Risk Assessment in Small and Medium Places of Assembly.

This Fire Risk Assessment follows that document and has been carried out for each of the principal areas of useable space in the hall, namely:

1. Main entrance
2. Main hall
3. Kitchen
4. Toilets
5. Upstairs and under stairs store room, storage area of main hall

For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, fire fighting and precautionary equipment, escape routes emergency lighting, signs and notices.

The hall is of modern construction to the appropriate standards at the time so the fabric is essentially fire resistant and the doors capable of withstanding fire for the appropriate periods.

The hall is well provided with modern fire fighting equipment, alarms, battery backed lighting and fire detectors.

The capacity of the hall has been assessed as 110 persons unless seated for restaurant service. Capacity will be assessed on an "as needed" basis for any restaurant service events using appropriate guidance.

### Fire Hazards: Sources of Ignition, Fuel and Oxygen

The main sources of ignition other than fixed electrical fittings are in the kitchen area when the cooker and other appliances are in use. The risks and appropriate precautions are not significantly different from the normal domestic setting. Some functions might involve portable electrical appliances, for example lighting and sound equipment. These will be managed on a case by case basis. Smoking is not permitted in the hall. Naked flames are not permitted in the hall or the area around it.

The principal sources of fuel are concentrated in the upstairs storage area and cleaner's cupboards but these are normal domestic items and no significant amount of hazardous material is held.

The remainder of the contents of the hall is of low flammability. Most flammable material is located in a wooden shed adjacent to but separated from the north elevation of the hall.

The only source of oxygen is the natural airflow through, doors, windows and other openings.

### People at Risk

People who use the hall and may be at risk if there is a fire include:

- Hirers
- The Hall and Playing Field Management Committee and volunteers
- Contractors
- Cleaners
- Visitors
- Children, including school use
- The elderly
- Persons with disabilities (mobility, hearing or vision impairment)

Evacuation from the hall is easy through two double fire doors from the main hall for people of unimpaired abilities. The responsibility for people in the hall lies with the person hiring the hall or admitting persons to the hall. Such persons will be aware of special needs in their party and need to make prudent arrangements for anyone who needs special assistance or arrangements. Keyholders admitting persons as contractors, visitors or for any other reasons will satisfy themselves that anyone so admitted has sufficient knowledge of the hall to mitigate as far as possible any risks to that person or persons. The path from the rear fire doors is kept clear.

The upstairs rooms are not intended at present for routine use. The area at the foot of the stairs will be kept clear to allow exit from upstairs and flammable material is not stored in the area below the stairs. The corridor from the main hall to the foot of the stairs is not a fire exit and is marked accordingly.

### Evaluate, remove, reduce and protect from risk – The risk of fire occurring

It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment located in the kitchen, at a risk level comparable with the normal home. Combustible materials are kept away from these sources and all equipment is maintained in a good state of repair.

The electrical installation is well maintained and regularly tested by an approved contractor. All circuits are protected by RCBOs.

If event organisers install portable electrical equipment they must ensure a competent person will supervise safe installation and operation. Normally any such equipment will be isolated when unattended.

### The risk to people

There seems limited merit in the committee organising a regular fire drill or evacuation exercise because each use of the hall is by different persons. Regular users should make their own assessment of the merits of such an exercise.

The main entrance/foyer, the main hall, stairs, and toilets are open to the various escape routes available. The kitchen window affords an additional escape route for the able bodied.

### Removal/reduction of the hazards

The identified potential hazards comprise the range of electrical equipment contained in the kitchen. Removal would not be in the best interests of the hall or its users and the potential hazards are reduced as far as possible through regular maintenance inspection, servicing and if needed replacement.

The hall operates a no smoking policy in all areas of the building.

Elsewhere flammable materials are limited. The only significant flammable material in the hall is upstairs away from sources of ignition.

### Removal/reduction of the risks to people

The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.

A fire alarm system is in place incorporating an alarm bell and manually operated 'break glass' points which are located in the main entrance/foyer, in the main hall, upstairs and in the main corridor escape route.

Fire extinguishers for particular types of fire are situated in the main entrance/foyer, kitchen and at the top of the stairs. A fire blanket is located in the kitchen. These are regularly inspected by an approved contractor.

There are three main escape routes available at ground floor level and are readily accessible from all parts of the building. All are independent of each other with emergency escape lighting. The main escape routes are

- The main entrance (double)
- An external fire door (double) off the main hall opposite the main entrance
- At the foot of the stairs – this is not suitable as an escape from the main hall as using it would remove fire protection from the stairs.
- A serving hatch window is also available in the kitchen as an additional escape route for the able bodied.

Escape routes are all unencumbered. All external fire doors lead to the outside field areas that provide open space for safe and easy clearance of the hall.

Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building. The main exits have battery maintained lighting

Notices indicating the location of fire doors and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

### Installation, testing and maintenance

All fire prevention and fire fighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance by approved contractors. Sources of risk are also checked on a regular basis.

### Conditions of Hire

The conditions of hire of the hall state that fire and other exits must not be obstructed.

For some events particular health and safety issues might apply and suitable arrangements will be made.

### 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 the risk to people are contained in the preceding sections of this report. The hall is inspected regularly to ensure these are met.

A plan showing the general fire safety measures is available.

Signs indicating the location of fire doors and fire extinguishers are posted at various prominent and visible points throughout the village hall.

This fire safety advice is given to the hall cleaners and contractors.

### Review

This assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still effective.

Andrew Skinner      16<sup>th</sup> February 2024  
Secretary to and on behalf of the charity committee