

Hawkesbury Hospital Hall

Charity Number 1176993

Fire Evacuation Policy

This policy has been adopted by Hawkesbury Hospital Hall Management Committee who remain responsible for its review on a regular basis.

Name: Andrew Webb (Chair of Management Committee)

Date: Apr 23

Next review due: Apr 25

Fire Safety Risk Assessment.

1. Description of the Hall and Uses

Hawkesbury Hospital Hall (also known as Hawkesbury Village Hall or Parish Hall) is located in the High Street of Hawkesbury Upton, GL9 1AU. It is a registered charity, run by a voluntary management committee. The building is constructed of stone with a tile roof, and was built in 1981. Part of the building is two-storey. The Hall consists of the following areas:

- Main Hall – including stage, storage areas and Bar area.
- Foyer
- Kitchen
- Toilets – gents, ladies and accessible.
- Changing Rooms
- Boiler Room
- Meeting Room (located upstairs)
- Office (located upstairs).
- 2 x Storerooms (located upstairs)

The Hall is available to hire to a range of users, on a regular or one-off basis and has a maximum capacity of 200 people. The Terms and Conditions of Hire form the basis of the Hire arrangements.

The Hirer is deemed as the “Responsible Person” during the hire period, and is designated as the Person in Charge throughout. It is advisable to take a note of the name of everyone attending your event.

All Regular users of the Hall are encouraged to carry out their own Fire Risk Assessment and Evacuation procedure. All hirers should also make themselves aware of the exit routes, location of Fire Fighting Equipment and plan of the Hall.

2. People at Risk of Fire

Staff: The Hall employs a Cleaner who works on an occasional basis to cover holidays / sickness etc of the cleaning contractor.

Trades People / Contractors - the Hall engages contractors on an occasional and scheduled basis for various purposes including cleaning, safety checks and building maintenance. The Cleaner has a key to the building and will generally work alone. Contractors who regularly visit and are therefore familiar with the building will sometimes be permitted to complete their work unsupervised. Others will be supervised by Committee Member(s).

Hall Users (maximum of 200 inside at any time) – Users soon become familiar with the layout of the Hall. The main hall is a large room and has easily identifiable fire exits on 3 sides. Emergency lighting is installed over fire doors and around the Hall and this is tested on a monthly basis. Fire doors fitted with push bar release that exit directly outside are located as follows:

- Double set of fire doors in the main hall, near the stage.
- Double set of fire doors to the rear stage area.
- Single fire door in the kitchen servery area.

- Single fire door at the end of the toilet corridor.

The main front door is not fitted with push bar release mechanisms, and can be opened using the push button to the left of the door.

The Upstairs area is not fitted with a Fire exit, and an emergency ladder is provided in the Meeting Room to provide a means of escape.

Disabled/Vulnerable Persons – functions at the Hall may be attended by disabled/vulnerable persons. It is the responsibility of the Hirer to ensure such persons are given appropriate assistance in the event of an evacuation. This should be particularly considered if the upstairs rooms are being used. There is no emergency exit from these rooms and escape is by means of a ladder. Hirers should familiarise themselves with any potential issues that may arise for disabled/vulnerable persons to use the emergency exits: it should be noted that all fire doors have a step down to exit the building.

Children – it is the responsibility of hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. Hall User Groups (for example preschool) are expected to have carried out their own Fire Risk Assessment.

Other Members of the Public (who are not using the Hall) – members of the public may at any time walk past the front of the Hall through the car park, on their way to using the Recreation Field.

3. Possible Causes of Fire

| Source of Ignition | Source of Fuel | Source of Oxygen |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------|
| Fault in electricity mains power supply or electrical system within the building | Any items close to the source of the fault | Air |
| Fault in oil boiler | The boiler itself and surrounding items. | Air |
| Fault in heating system pump | The device itself and any items close to it. | Air |
| Faulty electrical item (e.g. kettle, radio etc) | The device itself and any items close to it. | Air |
| Kitchen Appliances (e.g. fridge freezer, cooker, microwave, dishwasher) | The device itself and any items close to it. | Air |
| Kerosene heating Oil stored in external tank (accidental ignition) | The oil itself and surrounding area. | Air |
| Waste (accidental ignition) | The waste itself and container | Air |
| Cooking accidents | Hot oil in a pan or under a grill, food burning in a pan or in the oven. | Air |
| Stage lighting equipment | Lights and surrounding materials. | Air |
| Candles or other naked flames | Items close to the flame | Air |

| | | |
|-------|------|-----|
| Arson | Any. | Air |
|-------|------|-----|

4. Control Measures.

A number of Control Measures are in place and Hirers should familiarise themselves with these. They include the following:

Fire Extinguishers: these are located as shown on the Plan in Appendix A. All extinguishers are inspected on an annual basis, and any advice given as part of the inspection will be adhered to.

Fire Blanket – a fire blanket is located in the kitchen area.

Maintenance – a number of measures are implemented to reduce the fire risk. They include:

- The oil boiler & heating system is serviced on an annual basis.
- Steel oil tank sits within a block-built bund fire line
- Oil supply is fitted with fire valve
- PAT testing is conducted annually
- Fixed wire full tests conducted every 5 years
- Fixed wire regular check conducted 2 yearly

Waste – all waste will be removed from the Hall daily. Hirers are asked to remove their waste when they vacate the building.

Emergency Lighting checks are carried out on a monthly basis.

Security Lighting – this is fitted externally, in the carpark area.

Monitoring - CCTV is in place at the Hall. This is not a monitored system but enables footage to be reviewed. Please refer to our CCTV Procedure. The door entry system is able to produce information on which key fobs have been used to access the Hall, and the time and date of this. Again, this information is not routinely monitored.

Smoking – a non-smoking Policy is in place throughout the building. The use of candles and naked flames is discouraged.

User Groups – User Groups who regularly use the Hall are expected to carry out their own Fire Risk Assessment

Security of the building – all hirers are reminded of the importance of securing the Hall on their departure.

Evacuation Procedure – an Evacuation Procedure is shown in Appendix B and is displayed on the noticeboard. All hirers are expected to familiarise themselves with the Procedure, the location of the Assembly Point and their means of summoning the Emergency Services. Users should appoint Fire Marshalls if their risk assessment identifies this is necessary.

Departure - All hirers are required to sign out of building after completing a full safety and security check of building (insurance requirement)

Appendix A – Plan of the Hall, including fire exits, location of firefighting equipment and alarm actuating points.

Fire exits & Fire equipment



Foyer



Exit to field



Main Hall Exit next to stage



Back of Stage Exit



Kitchen equipment & Exit



Upstairs

Appendix B – Evacuation procedure

FIRE!

In the event of a Fire:

RAISE THE ALARM – by activating the system or by shouting “Fire”

EVACUATE THE BUILDING using the nearest Fire Exit and muster together at the Assembly Point next to the Play area.

CALL THE FIRE BRIGADE by ringing 999

This building is

Hawkesbury Village Hall, High Street, Hawkesbury Upton, GL9 1AU.

No matter how small the fire, call the Fire Brigade by dialling 999.

DO NOT TAKE RISKS – attempts to extinguish the fire should only be done if it is safe to do so.

The Hirer should complete a Roll Call to ensure no-one is left inside the building and report this information to the Fire Brigade.

The Hirer should ensure that no-one enters the building to collect personal belongings etc under any circumstances.

The Hirer should ensure that no-one re-enters the building until informed by the Fire Brigade that it is safe to do so.