

Beckley Hall

BH DN8

Fire Risk Assessment and Emergency Plan

Plan date 16/8/24
Review date 24/6/26
Review date 16/8/28

1 Introduction

This Fire Risk Assessment has been carried out under the provisions of the Regulatory Reform (Fire Safety) Order 2005 and following advice received from the following:

- Mr Andrew Beal, Fire Safety Inspector at Oxfordshire Fire and Rescue Service (visit and subsequent recommendation in email of 9th January 2017;
- reference to Action with Communities in Rural England (ACRE) Information Sheet 37;
- advice from our insurers following a visit by their own risk assessor and contained in email of 12th July 2017.

The Hall has been designed and constructed to best current practice and includes all statutory provisions for fire protection as at the date of completion – early 2017. Hence this Risk Assessment deals with the risks in operating and maintaining a Hall that on completion was fully compliant with the relevant fire safety standards.

This assessment is periodically reviewed by the Competent Person and the Trust Committee.

The last major review, including further references to external advice and sources, was undertaken in 2022. This included advice from the following:

- Mike Simmons, Fire Safety Advisor at Oxfordshire Fire and Rescue Service (visit and subsequent recommendation in email of 10 November 2022 and subsequent conversation of 8 December 2022)
- Sean Mienie, also of Oxfordshire Fire and Rescue, conversation 30 November 2022
- Mr Chris Weller of Assent Building Control, conversation 29 November 2022
- Visit by Mike Simmons in 2023 to confirm adequacy of changes.
- 2024, inclusion of emergency evacuation/safety plan according to London Fire Brigade template (7.2).
- Mike Simmons, Fire Safety Advisor at Oxfordshire Fire and Rescue Service, reviewed the plan on 18/8/24 and classed it as very good, suitable and sufficient. Covers article 50.
- Mike Simmons confirmed on 23/6/26 that as the fire protection measures in place haven't changed, and are being well maintained, a review will not be necessary.

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2 Appointment of Competent Person

Under the provisions of the above Order the Responsible Person (being the Beckley and Stowood Charitable Incorporated Organisation – CIO) has appointed a Competent Person being the Chairperson for the time being of the CIO. See BVH DN2 for the full list of Trustees including the nominated Competent Person.

The Competent Person will not be present in the Hall for most hirings and so each Hire Agreement includes the obligation for the Hirer to personally ensure compliance with the relevant obligations of this Risk Assessment and to seek guidance from the Competent Person if in any doubt. The hirer needs to appoint a competent person to lead the evacuation in the event of an emergency.

3 Responsibility to Hirers

The attention of hirers will be drawn to this Risk Assessment through specific reference on the Hire Agreement and the Assessment shall be displayed on the Hall website. Any hirer with concerns as to the interpretation of this Assessment should contact the Competent Person.

4 Identification of Fire Hazards

The following specific hazards have been identified:

Fire can be initiated from:

- 1 Faulty portable appliances
- 2 Food fire on cooker
- 3 Fire from discarded cigarette
- 4 Faulty electrical installations
- 5 Fire from portable barbecue (which is why the Hall does not permit them)
- 6 Fire from waste bins located close to the building envelope
- 7 Fireworks (when used for external displays)

and can be fed by combustible sources including:

- 8 Flammable cleaning materials
- 9 The underground LPG tank and its supply line
- 10 Other flammable stored materials

5 Identification of People at Risk

These will be users of the hall which in most cases will be villagers and general members of the public (including children, the disabled and frail and lone workers) who will not have specific fire safety training. Hence we must create a very low risk environment for them.

6 Evaluate, remove, reduce and protect from risk

6.1 Evaluate

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We see the greatest risk as being a fire starting in the kitchen either through the use of defective portable appliances or a fire on or in the cooker.

6.2 Remove, Reduce and Protect

- (i) Regular (annual) PAT testing will be carried out on all portable appliance used in the Hall
- (ii) Hirers shall be prohibited from using untested portable appliances in the Hall.
- (iii) Periodic (five year) inspections shall be carried out on all electrical systems.
- (iv) Smoking will not be allowed
- (v) Flammable liquids will not be stored on the premises
- (vi) Fireworks will not be stored on or brought into the premises
- (vii) All flammable rubbish will be cleared out of the Hall at the end of each hiring.
- (viii) Candles will not be permitted
- (ix) The use of flammable storage containers shall be kept to an absolute minimum – but will not be used to contain possible ignition sources (such as flammable liquids) or stored close to an ignition source. So our normal use of them in the Store Room for children's toys and Interest Group equipment is acceptable.
- (x) Deep-fat frying shall not be used
- (xi) Barbecues must not be used.
- (xii) Waste bins must not be stored closer than 10m to the building or to the underground LPG tank and its supply line
- (xiii)** Naked flames in food warmers are not allowed in the hall

6.3 Fire Detection System

The Hall is protected by a modern Fire Detection System with the display panel and test button in the main entrance. This should be tested regularly by our Facilities Manager and will be serviced annually. Records of our own testing will be kept. Instructions for Use are affixed close to the panel, and the key to reset in the event of a false alarm is supplied to the hirer along with the entrance key.

6.4 Fire Fighting Facilities and Equipment

The Hall is fitted with the following fire-fighting equipment:

- 1 x Foam Fire extinguisher in corridor to changing rooms. These are for use on wood, paper, textile and solid material fires. They are not to be used on liquid, electrical or metal fires.
- 2 x Foam Fire extinguisher and 1 x Carbon Dioxide Fire extinguisher located in main entrance . The Carbon Dioxide Fire extinguisher is to be used on liquid or electrical fires.
- 2 x Fire blanket located in kitchen by door and one near the cooker.

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- 1 x Foam Fire Extinguisher and a further Carbon Dioxide Fire Extinguisher are in Customer Cleaning Store Cupboard

6.5 Measures in Relation to Means of Escape

We have one main entrance/exit, side entrance and exit acting as a main door for the sports area when used on its own and one designated fire exit from main hall. These are more than adequate. The doors to the pitch from the dressing room are not fire exits and don't require signs.

The emergency lighting will be tested monthly and serviced annually and records kept.

Any equipment (including tables and chairs) used in the Hall should be located such that there is a clear means of escape to at least two fire exits.

In 2023 thumb turns were fitted to the inside of the following external doors so that they can be opened from the inside without a key to allow escape in the event of a kitchen fire where those doors are usually kept locked.

- Front door
- Kitchen external door
- Door at end of corridor leading to the toilets and playing field

In 2023 a manual call point was fitted close to the front door adjacent to the main fire alarm control panel.

6.6 Signs and Notices

This Risk Assessment shall be displayed on the Hall website.

Adequate means of escape notices are in place.

Operating instructions for the fire extinguishers and fire blanket are displayed adjacent to the extinguishers and on the fire blanket housing.

Warning notices (LPG and no smoking warning signs) shall be placed adjacent to the LPG storage

7 Record, plan, inform, instruct and train

7.1 Record

This Risk Assessment records the evaluation made by the Responsible Person.

7.2 Emergency evacuation/Safety Plan in the event of a fire

Sound of the alarm

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The sound of the alarm will be a shouted warning and/or a siren sounding.

Raising the alarm

In the event of a fire shout "Fire". If considered necessary, activate the manual call point by the alarm control panel in the foyer. If fire is detected by automatic detectors, this will trigger the fire alarm

Action that should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- A responsible person will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Caller gives their name, name of building, building address (as detailed above), contact number and details of fire. Establish whether a call-out is necessary or whether the alarm may have been false (for example) a result of a child pressing one of the Manual Call Points.

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What 3 words, podcast.tracks.windpipe

- Commence evacuation of the building – ensuring this is done in a calm and orderly manner providing assistance to those needing additional help.
- Responsible person to sweep building to ensure all areas are clear
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below.
- to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.
- Meet at assembly point and check all are accounted for.
- Liaise with Fire Service upon their arrival

Escape routes

The escape routes from the building are:

1. Front door
2. Door at end of corridor to changing rooms and toilets
3. Kitchen door to patio
4. Push bar door in main hall (designated fire exit)

Fire assembly point

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The assembly point is by the gate in the car park next to the playing field.

Fighting fires – Extinguisher use

Fire extinguishers will only be used where:

- When an individual has received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape and the fire is small

Personal safety always takes priority and, if in any doubt, individuals should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off is outside by the bicycle racks.
- Mains fuse box is in the boiler room.
- Mains water inlet is in the boiler room.
- The fire alarm panel is in the foyer.

When safely out of the Hall and all the above actions have been taken the Hirer should phone our booking clerk 07795 835316

7.3 Inform, Instruct and Train

Hirers will be made aware of the fire safety procedures and their obligations through reference in the Hire Agreement to this guidance and the availability of the Competent Person to give any necessary instruction or training to ensure that they understand and can fulfil their obligations.

8 What not to do

Users should not:

- Prop fire doors or use wedges to hold them open. 95% of people killed in fires are killed by smoke, so closing fire doors is vitally important. If a fire door is a nuisance consult the fire authority about whether an automatic closure system can be installed.
- Let rubbish accumulate, clean as you go.
- Block fire escape routes
- Smoke
- Bring untested portable electrical appliances to the Hall
- Cook using deep fat frying
- Try to fight a fire if that creates personal risk
- Use any external cooking appliances such as barbecues.

9 Checklist for Hirers

Before admission of the public

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1. All exit doors are unlocked, any fastenings removed, and the push-bar mechanism tested and in good working order. This check to include the front entrance door, kitchen door (if the kitchen is to be used) and the door at the end of the corridor leading to the toilets and the playing field. Thumb turns are fitted on the critical doors so that during a hire these can be locked for security but opened without a key in the event of a fire.
2. Escape routes are free from obstruction and available for use.
3. Any fire doors are closed and not wedged or propped open.
4. Firefighting equipment is in place and unobstructed.
5. There is no combustible storage in areas open to the public.
6. Exit signs are illuminated.
7. There is no obvious fire hazard in, or near, the building.
8. No external cooking (eg barbecue) is to be used.

End of function

1. Search for smouldering fires or cigarettes left burning.
2. Check that all electrical appliances are turned off and unplugged.
3. Remove all waste materials from the Hall
4. Turn out all lights.
5. Close all internal doors.
6. Secure all outside doors and windows.