

Cambridge Road
Ugley
Bishops Stortford
Herts
CM22 6HR
www.uglevillage.org.uk



UGLEY VILLAGE HALL. (UVH)

FIRE RISK ASSESSMENT

**IN THE EVENT OF A FIRE
EVACUATE THE BUILDING
IMMEDIATELY AND DIAL 999**

FIRE SAFETY POLICY:

The main hall will accommodate a maximum of 100 people and the small hall will accommodate a maximum of 50 people; this is in accordance with fire regulations. These figures cannot be exceeded.

Our policy is to protect all persons, including volunteers, customers, contractors and members of the public from potential injury and damage which might arise from a fire at our premises.

We will provide safe and healthy working conditions, equipment and systems of work for all volunteers. We will provide all information, training and supervision required for this purpose.

This policy has been signed by Matthew Robinson as confirmation of the Management Committee's commitment to fire safety and compliance with all legal requirements.

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M.Robinson Chairman
July 2024

Description of the premises:

Building construction	<p>THE MAIN HALL WAS BUILT IN 1920, SINGLE STOREY, TIMBER FRAME WITH SOFT BOARD INTERNAL WALLS WITH EXTERNAL RENDERING</p> <p>THE PATRICIA LAWRENCE ROOM WAS CONSTRUCTED IN 1991 AND BELIEVED TO BE BRICK BUILT</p> <p>THE TOILETS ARE THE MOST MODERN BEING BUILT IN 2001 AGAIN TIMBER STUDS RENDERED EXTERNALLY.</p> <p>THE ROOF VOID HAS BEEN INSULATED WITH FIBRE GLASS WOOL AND THE WHOLE ROOF IS TILED EXCEPT THE BOILER ROOM WHICH IS A FLAT ROOF</p>
Approximate area	204 m ²
Number of floors	One
Considered level of risk	LOW

Plans of the building and its grounds are attached at the end of this document, showing escape routes, fire extinguishers points and the position of smoke detectors.

Use of the Hall and if any of the users have mobility issues	<p>UVH IS RUN BY VOLUNTEERS MANY OF WHOM ARE IN THEIR MID TO LATER LIFE, BUT ALL ARE ABLE-BODIED.</p> <p>THE HALL HOSTS MANY EVENTS THAT ARE ATTENDED BY BOTH YOUNGER AND OLDER PEOPLE, SOME OF THEM MAY WELL HAVE SOME FORM OF MOBILITY ISSUES.</p> <p>UVH COMPLIES FULLY WITH THE DISABILITY DISCRIMINATION ACT 1995 AND IS FULLY ACCESSIBLE FOR PEOPLE WITH DISABILITIES WHO ARE USING THE HALL, INCLUDING HAVING ONE RAMPED ENTRANCEWAYS/EXITS TO ALLOW EASY ACCESS FOR WHEELCHAIR USERS. PLUS THE MAIN DOOR WHICH DOES REQUIRE THE USE OF A PORTABLE RAMP</p> <p>THE HALL IS OFTEN UNOCCUPIED BUT MAY BE USED AT ANY TIME OF THE WEEK, BETWEEN 08.00 AND 01.00 (APPROXIMATELY), DEPENDING ON ANY PARTICULAR EVENT BEING HELD.</p> <p>IT IS NOT POSSIBLE TO STATE THE MAXIMUM NUMBER OF PEOPLE WHO WOULD BE IN ATTENDANCE ON ANY PARTICULAR OCCASION, OTHER THAN TO SAY THAT THE HALL'S MAXIMUM ALLOWED CAPACITY IS CIRCA 125 BUT THIS CAPACITY IS SELDOM MET AND THE NORM WOULD BE BETWEEN 1 TO 50 PEOPLE.</p>
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The following Assessment has been compiled in accordance with:

1. The Regulatory Reform (Fire Safety) Order 2005, which reformed fire safety laws and covers general fire precautions and other fire safety duties in non-domestic property; and

2. The UK government's '5 Key Steps' checklist to completing a Fire Safety Risk Assessment

1: Fire hazards and Control methods

Source of ignition	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as completed
Cooking facilities	Kitchen	The cooker is electric however there is a gas hob that is very rarely used Very limited use of oil-based cooking products. Nevertheless, an approved Fire Blanket is kept within easy reach should it be required	Yes				
Smoke Detectors	Kitchen and both halls		Yes				
CO Monitor	Boiler Rm		Yes	Tested 13/11/23			
Heaters	Main Hall Kitchen & toilets	Main Hall and Patricia Lawrence room are heated by radiators fed from a gas boiler Electric ceramic wall heaters are located at floor level and away from any combustible materials	Yes				
Fixed electrical equipment	All rooms	Fixed electrical installations are inspected every 5 years by a qualified electrician who undertakes all electrical work, other than some changing of bulbs. With adequate power sockets, trailing leads across floorspace are rarely used and only permitted for a specific purpose and short duration. All hirers	Yes	The 5 year inspection and PAT was undertaken Chris Rix Electrical. 22/11/21.	MR		
Gas boiler	Boiler room	The boiler is serviced yearly with the appropriate Gas safety certificate being supplied	Yes	This was undertaken 13/10/23	MR		

Lighting equipment	All rooms	All lights are ceiling fixed and not in proximity to combustibile materials
Smoking materials	All rooms	As an enclosed premises that is open to the public, the whole of UVH is a no -smoking area.
Arson		<p>It is the hirers responsibility to run their respective events in line with sensible acknowledge of potential fire risks</p> <p>There is a waste collection from UVH which is collected every fortnight by the council.</p> <p>All rubbish is to be deposited in the external bins by the hirers</p> <p>Building is always locked and secured when not in use</p> <p>There is no letter box giving access to the building</p>

Source of fuel (what might burn)	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as completed
Paper/cardboard etc	Store room	Paper, in the form of documents and copy paper etc is stored on shelving or in filing cabinets to which the public do not have access and none is close to any source of ignition	Yes				
Furniture/fittings (e.g. curtains etc)	Main Hall and furniture storage room	Curtains are fire retardant. All other card tables with green coverings are never near any source of ignition	Yes				
Electrical equipment		PAT testing is undertaken annually. Hirers are advised that all PAT items must have been tested within the last 12 months	Yes				
Flammable liquids/gases (e.g. oils/paints/solvents)	Committee Room, Kitchen and storeroom	Hand sanitiser machines are in the Main Hall and Patricia Lawrence room. Cleaning materials are kept in a locked and marked cabinet in the rear store room of which the public have no access. Any paint is water based	Yes				

2: People at Risk

What is the risk	Location	Control measure(s)	Suitable Y/N	What needs to be done	By whom	By when	Signed as completed
People with disabilities (including mobility, hearing, vision impairment)	All rooms	<p>UVH is run by volunteers many of whom are in mid to later life, but all of whom are able-bodied.</p> <p>The Hall hosts many events that are attended by older people and many of them may well have some limited form of mobility issues.</p> <p>UVH complies fully with the disability discrimination act 1995 and is fully accessible for people with disabilities who are using the hall, including two ramped entranceways/exits for wheelchair users.</p>	Yes				
Staff working alone	All rooms	Volunteers, the cleaner and some contractors may sometimes be working alone. All should take responsibility for their egress in the event of fire	Yes				
Visitors unfamiliar with the building		<p>UVH is a single storey building with non-slip flooring and without trip hazards.</p> <p>Hirers running their own events have to take cognisance of all Safety Risks and are required to supervise their attendees.</p>	Yes				
Contractors		Contractors are generally accompanied by a volunteer	Yes				

3: Evaluate, Remove, Reduce and Protect

Evaluate your fire safety precautions	
Are possible ignition sources kept separate from combustible materials	Yes
Are possible ignition sources controlled to minimise the risk of fire	Yes
Would a fire be discovered quickly? Will everybody be warned of the fire immediately	Yes
Is escape possible in more than one direction	Yes
Can everyone escape (with or without assistance)	Yes
Are the exits easy to identify and reach	Yes
Are escape routes free of obstruction	Yes
Do Fire Escape doors open outwards	Yes
Are Fire Escape doors easy to open	Yes
Is the smoke system tested and maintained in accordance with the relevant British Standard	Yes
Is the emergency lighting system tested and maintained in accordance with the relevant British Standard	Yes
Are fire extinguishers tested and maintained in accordance with the relevant British Standard	Yes

Fire warning system	Battery smoke alarm in ceiling of Main Hall, and Patricia Lawrence room
Emergency lighting	Automatic emergency lighting in each room in the event of power cut, checked monthly. Escape routes are all signed with emergency lighting
Other fire preventing methods	None maintained
Fire extinguishers and fire blankets	As shown on the Plan
Fire escape routes and exits	As shown on the Plan

4: Record, plan and train

How will people be warned if there is a fire	The person discovering the fire should raise the alarm by shouting, 'Fire'
What should users do if they discover a fire	The person discovering the fire should raise the alarm by shouting, 'Fire'
What is the evacuation procedure	<p>Because no staff are employed at the Hall, there are no designated Fire Wardens. The organiser should usher all occupants through the nearest escape route to assemble at the Fire Assembly Point under the flag in the car park, checking all rooms are unoccupied, including toilets, before leaving.</p> <p>Because no staff are employed at the Hall and no one from the building owner may be present when the building is in under hire, Hirers are responsible for the Hall and the persons in it during the period of hire. Hirers have been advised of evacuation procedures and the locations of escape routes and firefighting equipment are marked on a plan that is posted in the Hall and on the UVH website.</p> <p>By signing the Hiring Agreement Hirers confirm that they have made themselves aware of the content of this Risk Assessment, which is posted on the UVH website, and that they must make themselves familiar with the provided firefighting equipment and agree to their responsibilities. No further action required.</p>
Who are the Fire Wardens	Because no staff are employed at the Hall only the hirers will be on-site when the building is occupied so there are no designated Fire Wardens.
Where should people assemble and how will evacuation be checked	<p>The Fire Assembly Point is to the right of the flag in the corner of the car park</p> <p>As an open village hall, there is no record of the number of people in attendance at any one time of UVH sponsored events, or their number.</p> <p>Hirers have been advised to keep a record of the total numbers attending their events.</p>
How often are Fire Drills carried out	As no staff are employed at the Hall, drills are not held because they would have to be notified and organised events. Members of the UVH Management Committee and other volunteers who assist at Hall events are issued instruction in evacuation procedures and in what action to take in the event of fire.
Further guidance	<p>UVH Committee members and volunteers have been issued with written guidance on what to do in the event of fire, together with:</p> <p>(i) a plan showing the location of the UVH firefighting equipment and the designated escape routes from the building; and</p> <p>(ii) a graphic of which fire extinguisher to use on particular fire types and how they should be used.</p>

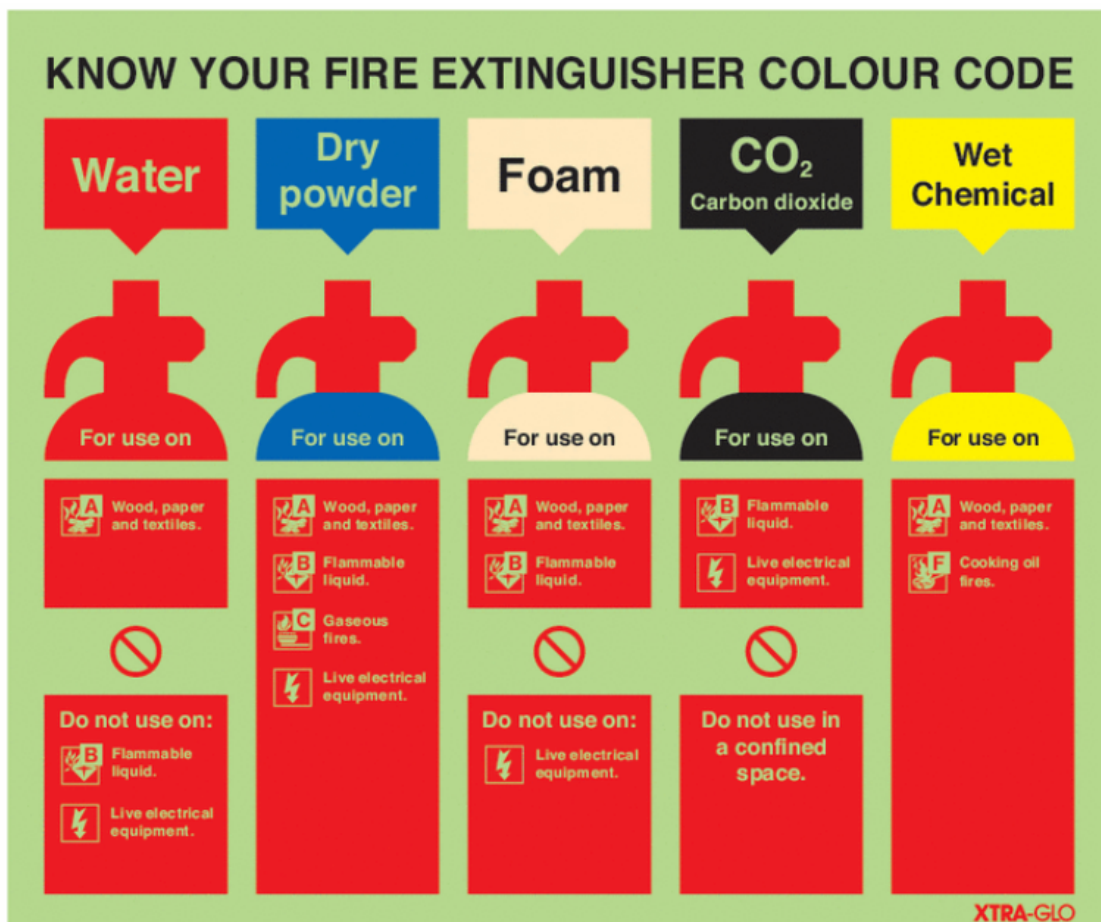
5: Review

The Fire Safety Risk Assessment will be kept under regular review and revised as appropriate and/or to accommodate:

- - Any changes to the building, inside or out
- - If a fire or issue of concern should occur
- - Any changed work practices

Date of next review: 1st July 2025

ACTION IN THE EVENT OF A FIRE



**Main Cambridge
Road**

Main entrance from road

FIRE ASSEMBLY POINT

Fire Exit

Fire Exit

Fire Exit

Fire Exit

