

COLERNE VILLAGE HALL ASSOCIATION

REGISTERED CHARITY 1072699

FIRE RISK ASSESSMENT 26th May 2023

The Assessment was carried out by Miss Anne Nicholas and Miss Sheila Nicholas.

On entering the Foyer there was no apparent fire hazards, leading off the Foyer are four doors, one to the left leads to the PC Room which contain storage and a Personal Computer which is used to maintain the electronic key system – fire risk low.

The second to the Cleaning Equipment Cupboard this contains cleaning materials and the main boiler, and has a bolt fitted to the top of the Cupboard door - fire risk low.

The third door leads to the Toilet Areas - fire risk low.

The fourth door leads to the Main Hall, which has a wooden floor, in the left hand corner is the door to the Storeroom. This room contains the main fuse box, solar panel instrumentation and storage for hirers – fire risk low.

The Main Hall has two gas heaters which are controlled by individual time switches so the risk of them being left on is minimal and reduces fire risk. There are three fire extinguishers within the Main Hall - fire risk low.

On the right the double doors lead to the Function Room, which contains a small chest freezer and all the spare tables – fire risk low from here to the Kitchen.

The Kitchen has a full electrical range cooker but the persons responsible for the usage of this facility checks at the end of each session that all electrical switches are turned off, this includes the cooker main electrical switch. There is a fire blanket in the kitchen - fire risk low.

A door leads from the Kitchen to a Small Hallway; this Hallway has two fire extinguishers - fire risk low.

From the Hallway there is another door which leads into the Chair Store which is not used very much and which contains all spare chairs – fire risk low.

There is another exit to the Stage Area which also has a fire exit to the rear of the building. On stage there is a second fuse box, front left looking from rear facing the Hall. This controls the rear of the Hall and Chair Store and Denys Sargent Room plus the Kitchen lights and power. The Stage Curtains and rear black curtaining are of a fire proof material. There are two fire extinguishers and a fire blanket at the rear of the stage - fire risk low.

Access from the stage to the Denys Sargent Committee Room is now restricted so entry is now through the entrance doors at the front of the room. There is separate toilet facility which contains the second boiler. This boiler controls heating and hot water to the rear of the building and this room contains one fire extinguisher - fire risk low.

All emergency exit doors were checked to be in working order and all escape routes were free from obstructions.

The Hall has level access throughout for wheelchair/mobility scooter users; no wheelchair or mobility scooter must be left unattended or block any fire exits.

A verbal warning of 'FIRE' throughout all areas was carried out.

The building has emergency lighting and the smoke alarms are in areas to protect means of escape (these are tested and maintained in accordance with manufacturer's instructions).

All fire extinguishers are checked yearly by a Chubb Representative.

All gas appliances are checked annually by Mr J Atter.

All electrical items are PAT tested by the relevant qualified contractor yearly and the main circuitry and equipment had its 5 year test in May 2021.

Overall assessment deems risk to be low.