

## Fire Safety Risk Assessment - Ibberton and Belchalwell Village Hall

| Headings                      | Present Circumstances   | Comments & Actions  |
|-------------------------------|---|---|
| 1. Identify Fire Hazards      | <p>Electrical heating, cooking &amp; lighting</p> <p>Wood lined roof and walls</p>  | <p>All checked annually<br/>Rewired (2001) Re-certified(February, 2021)<br/>All safety devices in place</p> <p>All internal wood has been treatment with fire retardant chemicals</p>   |
| 2. Identify People at Risk    | <p>Users easy to evacuate into car park, grassed area and field through two, existing, wide, exit doors.</p> <p>Disabled people can leave by the disabled ramp at the rear. Front door is wide with a low step that could be used with assistance.</p> <p>Children always accompanied by adults</p> | <p>Inside-two doors in good positions for evacuation (at opposite ends of the hall) - lit by emergency fire escape lights(switched on when events in progress)</p> <p>Outside-exits are lit with emergency lights.</p> <p>In the event of a power cut, the emergency lights have a battery back up unit that lasts for 12 hours.</p> <p>Disabled toilet also has an emergency light</p> |
| 3. Evaluate & Deal with Risks | <p>Fire Equipment-<br/>extinguishers located in<br/>1)kitchen<br/>2)porch-under electricity metres</p> <p>3)fire blanket in first aid cupboard-cupboard labelled-in kitchen<br/>4)smoke detector-located in kitchen</p> <p>All exits are kept clear with a metre aisle left between chairs</p>      | <p>Tested annually</p> <p>Monthly - equipment visually inspected.<br/>3 monthly - smoke detector, emergency lights and exit doors inspected<br/>Yearly - emergency battery emptied and electricity officially checked</p>   |
| 4. Record. Plan, Inform, etc  | <p>Plan of equipment included on Village Hall booklet and on display on the kitchen wall</p> <p>Users informed of exits and fire procedures at the beginning of events</p>  |   |
| 5. Review                     | Annually-before AGM   |   |

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