



LYDGATE

COMMUNITY ASSOCIATION

LYDGATE

PARISH HALL

Fire Risk Assessment

A safety guide for users of the hall

Assessment by the Trustees, September 2022

Description of Premises

Lydgate Parish Hall is an old, stone-built, community building situated in the Conservation Area in the village on Stockport Road, next to the White Hart (to the North) and opposite St Anne's Church (to the West). *It meets all current building regulations regarding fire hazard and disabled access.*

The building comprises three entrance areas, a large main hall, a small hall, separate men's, women's and disabled toilets, a kitchen, storage rooms used by the community, Lydgate Band, Westwood Band, and Youth Groups, an office room used by Love Lydgate and the "Stitchers", and the rear emergency exit area containing storage units (See site plan at Appendix 1). The boiler room for the gas-fired boiler is situated off the community storage room (see site plan at Appendix 1). Bins are kept in the gated area at the side of the building, which leads to the rear garden and play area.

Internal doors are fire-resistant. Exit doors open outwards. Window blinds are made of fire-resistant material. Cooking is by gas hob and electric oven, water in the kitchen and the toilets is heated by electric TCV water heaters and the heating for the building is by a gas-powered boiler. Gas to the kitchen cooker is switched off unless required.

The main hall and the small hall, along with the kitchen, are available to hire individually or together, for both private and public events.

There is no car parking on the site.

There is disabled access to the building via a ramp and side entrance, to the northern side of the building.

Three emergency exits lead directly out of the building - from the front of the main hall, the rear left of the small hall that opens onto the wide path at the side of the building and the rear right of the small hall that leads out to the rear of the building. They are clearly lit with **emergency lighting signage**. The premises meet all the requirements of the current disability legislation. The area at the rear of the building is a garden area with some children's play equipment and some seating on the grassed area. The grounds are bounded by the White Hart Public House, fields at the rear and a Public Footpath. The evacuation assembly point is in front of the White Hart Public House.

The Hall is **NO SMOKING** area.

No **FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES** or **INGNITED CANDLES** are permitted inside the building. There are no smoke detectors installed in the building.

Fire extinguishers are situated in the kitchen, the main hall, the small central hall and next to the small boiler room which is vented to the outside. They are routinely inspected. There is also a Fire Blanket situated in the kitchen. The certificate is displayed at the registered address on the notice board by the main hall entrance. The latest inspection was in March 2022.

Fire Hazard is low, and therefore RISK IS LOW.

Principal Uses of the Village Hall

The hall is hired by a range of organisations, and private individuals for a wide variety of activities. A written agreement between the Village Hall and the Hirer forms the basis of the hiring arrangement. If an Alcohol Licence is required, it is the duty of the Hirer to obtain this. The Booking Form and Rules of Hire draw the Hirer's attention to the health and safety obligations that the Booking places upon them.

The Trustees encourage all users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and their activities.

This Fire Risk Assessment has been done by the Trustees to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

THE HIRER IS DEEMED THE "RESPONSIBLE PERSON" AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD. It is advisable to take a note of the name of everyone attending an event if the Hirer wishes and it is practicable (see Roll Call on page 5).

The Trustees encourage Hirers to make themselves aware of the [exit routes](#), the [firefighting equipment](#) and the [plan of the Hall](#) detailing the [location of the equipment](#) and the [escape routes](#). The plan is available to all Hall users and is also displayed on the notice board by the main hall entrance. The Hirer should also identify the [assembly point](#).

A Trustee does not staff the hall during a booked event.

It is the responsibility of the Hirer to ensure the hall is securely locked after use, as the building should never be left open and unoccupied. The main doors are fitted with specialist security locks (which prevent unauthorized keys from being cut), with access to keys being controlled by the Trustees. Zoned areas within the hall have separate locks and keys.

People at Risk

Those at risk in the event of fire are:

- **Staff:** The Parish Hall Trustees employ part-time cleaners, who have a key to the building and may be on their own when working.
- **Trades People:** The Trustees employ local trade people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Local trade people who are familiar with the building may gain access to the hall by borrowing a key from the Hiring Secretary, while others are always escorted by one or more Trustees.
- **Hall Users (up to 100 inside at any time):** These will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has identifiable fire exits in 3 directions. Emergency lighting is installed over fire doors and around the hall, and this is tested during the weekly checks. The main entrance vestibule to the main hall exits directly outside and is not locked. The side entrance/Fire Exit on the North elevation and the rear Fire Exit on the East elevation are both fitted with a push-bar release.
- **Disabled Persons:** At a typical function there may be a limited number of disabled persons. It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. The North emergency exit door (side) is on a level with the area outside, which is laid with tarmac, so there no barrier to wheel chairs.

- **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.
- **Other Members of the Public (who are not using the hall):** Members of the public may use the seated area at the front of the building or the garden area at the rear of the building.

Possible Causes of Fire

- a) Main power supply fault
- b) Portable electrical appliances fault
- c) Kitchen equipment faults (other than portable electrical appliances)
- d) Gas-fired central heating boiler
- e) Cooking accidents
- f) Waste (accidental ignition)
- g) Soft furnishings – accidental ignition
- h) Deliberate ignition

Control Measures

The primary and general control measures taken by the Trustees are to ensure that:

- **Sufficient and correct fire-fighting equipment is available** and that a qualified practitioner inspects it at least once per year. A Certificate of Maintenance is obtained for each inspection. **The equipment currently (August 2022) consists of the following: 5 fire extinguishers: 2 x 4kg Powder, 2 x 6 litre Water, 1 x 9 litre Water; and a Fire Blanket.**
- **The advice of the inspection practitioner** to increase, change or move location of the fire-fighting equipment is followed.
- **The location of the fire-fighting equipment**, emergency lighting and escape routes are clearly marked on the Plan that is displayed on the wall by the front entrance and available to all users and staff.
- **All Fire Exit doors are checked for illumination**, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. **A test of continued illumination in event of a power failure is done annually.**
- **The Trustees test** the ease of access to and through the escape routes and to the assembly points annually and log the results.
- **Any furnishings** belonging to the Village Hall are made of a non-combustible material, or a material that has been Fire-Proofed to the standard applicable at the time of purchase. This includes the wall hangings in the main hall.
- **Security lighting** (sensor operated) is installed on the Eastern elevation at the rear of the building in order to discourage potential intruders. There are also two lights on

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the front of the building and one above the side door that are on continually from dusk until dawn.

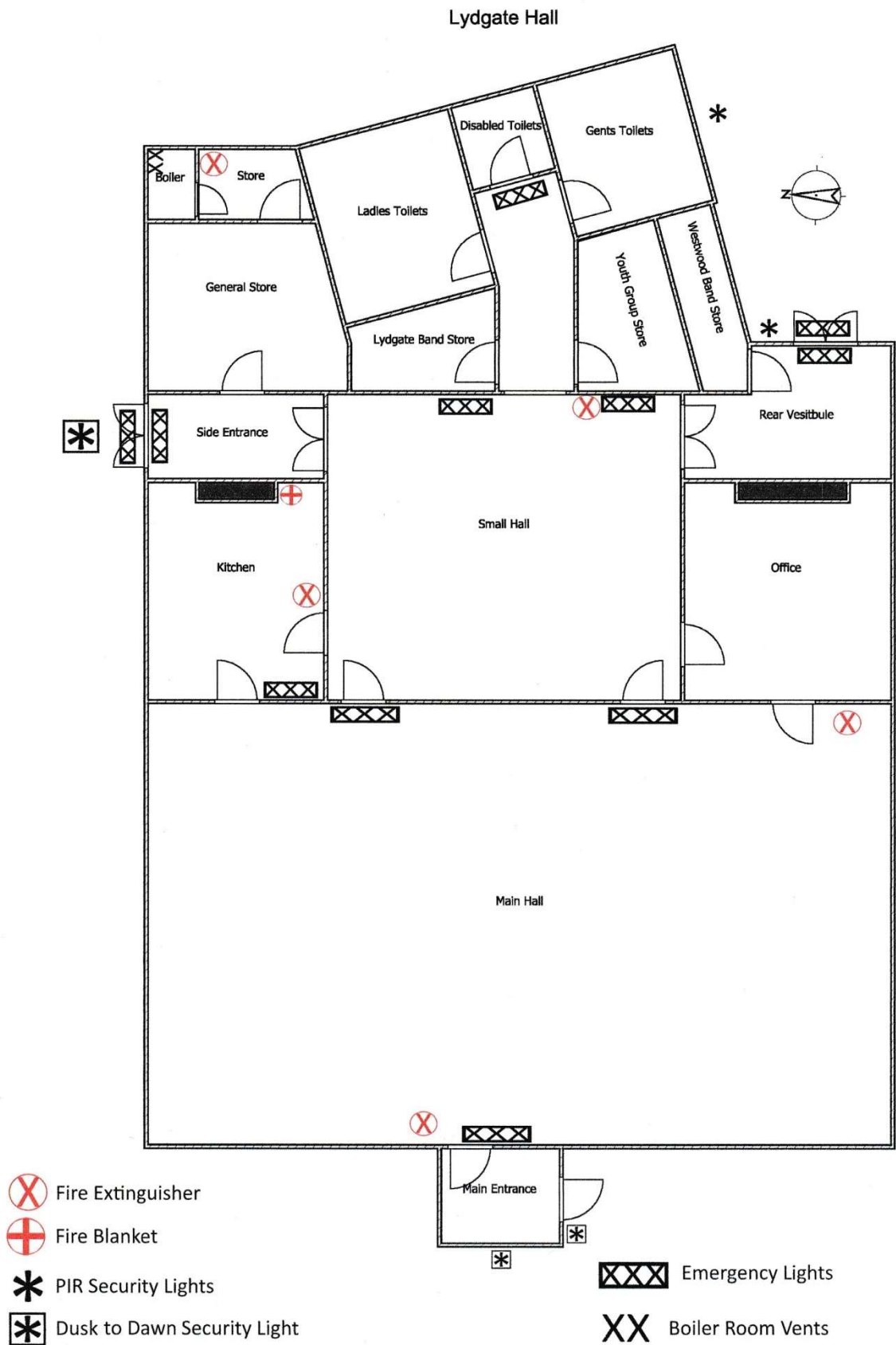
- **A record of key holders** is kept by the Trustees. Keys are signed for. Also a record, by date and session, of those hirers (i.e. tutors of regular classes) that have been given temporary access to a key.
- **The waste bins are checked** each time the kitchen is cleaned for any fire hazards (eg: loose, inflammable materials such as paper). Where any loose material is found it will be placed inside the exterior waste bins or removed from site.
- **All Hall Users will be made aware** of their responsibilities with regard to an Alcohol License via the Booking Form.
- **All Regular User Groups will be advised** that they should carry out their own Fire Risk Assessment. Whilst the Trustees will advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

DIAGRAM OF VILLAGE HALL IS ATTACHED (APPENDIX 1)

The emergency evacuation procedure is available at Appendix 2.

Note that the **ASSEMBLY POINT is: in front of the White Hart Public House**

Appendix 1



Appendix 2

FIRE!

In the event of a Fire

DIAL 999

- 1) The **Responsible Person** (see page 2) will instruct all persons to leave the building using the nearest available Emergency Exits, and to muster together as soon as possible at the **ASSEMBLY POINT** – in front of the White Hart Public House
- 2) A Roll Call should be taken if list of attendees is available..
- 3) **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone in Lydgate. If you have a mobile phone, **Dial 999** and give this address:

Lydgate Parish Hall, 55 Stockport Road, Lydgate, Oldham OL4 4JJ.

- 4) The **Responsible Person** should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- 5) On the arrival of the Fire Brigade, the **Responsible Person** should report to the Officer in Charge that a Roll Call has taken place (if in fact it has) and that all persons are safe, or should inform him/her of anyone who is missing from their last known position.
- 6) Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If in any doubt get out of the building, especially if children are present.
- 7) If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 01457 877935 (Chairperson) or 01457 871805 (Bookings Secretary).

NOTE: All incidents no matter how small have to be reported to the Parish Hall Secretary

Village Hall Committee Contacts

Chairperson	Jennifer Greenwood	01457 8777935
Secretary	Jennifer Greenwood	01457 8777935
Non-Trustee Treasurer	Dave Marshall	01749 850 229
Bookings Secretary	Mark Rathbone	01457 871805
Health and Safety Leads	Julie Whitehead /Henry Burbidge	01457 877641