

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment



Premises: LYNG AND DISTRICT COMMUNITY HALL

Address: Richmond Place
Lyng
Norwich
Norfolk
NR9 5RF

Completed by: Alan E Chapman (Chair of Trustees)

Date: 14 June 2021 (Reviewed by Chair of Trustees & Village Hall Manager)

Next Review Due: 14 June 2022

INTRODUCTION


Lyng and District Community Hal is a single-story community building situated on the eastern side of Richmond Place, Lyng, Norfolk. The Hall is a registered charity and is run by a Committee of Managing Trustees, consisting of representatives of user groups and elected members of the public (Trustee Management Committee).

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control of premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. The Order applies to virtually all premises, including community halls and community premises, and is relevant to Lyng and District Community Hall.

This Fire Risk Assessment is based on recommendations in '*Fire Safety Risk Assessments for small and medium places of assembly*', published in 2006 by the Department for Communities and Local Government. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment:-

1. Identify fire hazards
2. Identify people at risk
3. Evaluate, remove, reduce and protect from risk
4. Record, plan, inform, instruct and train
5. Review

FIRE RISK ASSESSMENT

1 PREMISES PARTICULARS	
Premises Name: Lyng and District Community Hall Address: Richmond Place Lyng Norwich Norfolk NR9 5RF	Use of Premises:
Tel No: 01603 872335	Owner/Employer/Person in control of Workplace: The Trustees Lyng and District Community Hall Charitable Incorporated Organisation
Date of Risk Assessment: 14 June 2021	Date of Review: 14 June 2022
Name and relevant details of the person who carried out the Fire Risk Assessment: The Trustees of Lyng and District Community Hall (LDCH)	
2 GENERAL STATEMENT OF POLICY	
Statement: <i>'It is the policy of The Trustees and Management Committee of Lyng and District Community Hall to protect all persons including employees, visitors, contractors, users and members of the public from potential injury and damage to their health which might arise from work activities.</i> <i>We will provide and maintain safe working conditions, equipment and systems of work for all employees and volunteers and provide such information, training and supervision as they need for this purpose'.</i>	
Signed: 	Print Name: Alan Chapman (Chair of Trustees) Date: 14 June 2021

3 MANAGEMENT SYSTEMS

Fire Risk Assessment Planning

As this is a new building it has been designed, installed and constructed with planning consent accordance with Building Regulations and incorporating fire detection and warning systems, escape routes and access routes for the fire and rescue service. The local fire authority has been consulted, as part of this process. A discussion has taken place with the Architect on all aspects of fire safety including issues such as the operation of any installations and capacity of hall with regard to those attending events.

The New Build Manager and a Trustee toured the building and noted things that may pose a fire risk.

The Trustee wrote down who could be harmed and how and identified the controls already in place. These were compared with the Government guidance.

The assessment was produced and findings acted upon. The Trustee Management Committee has reviewed the Fire Risk Assessment. The Fire Risk Assessment will be reviewed by the Trustee Management Committee annually, or immediately if any changes occur to the building or its use.

The Trustee Management Committee encourages Hirers and all users to make themselves aware of the emergency exit routes, evacuation plan and procedure for the building.

Organisation

Lyng and District Community Hall (LDCH) is a Charitable Incorporated Organisation (CIO) managed by a Trustee Management Committee, supported by a Secretary and Treasurer. The day to day running of the Community Hall is the responsibility of the Village Hall Manager who is supported by a team of volunteers. The Housekeeper is the only paid member of staff. The LDCH Health and Safety Policy is available on the LDCH website, freely accessible to all. A copy of the Health and Safety Policy and Fire Evacuation Plan are displayed in the building main entrance foyer and are brought to the attention of all staff and volunteers.

Control

The Business Manager has the day-to-day task of monitoring Health and Safety Policy compliance and ensuring that it is communicated to staff and volunteers. The ultimate responsibility for Health and Safety lies with the Trustee Management Committee.

Monitoring

The Health and Safety Policy will be reviewed annually in consultation with the Business Manager, staff, volunteers and regular users. A named member of the Trustee Management Committee will be responsible for ensuring the currency of the Policy and ensuring that effective accident recording and reporting procedures are complied with.

Review

The Trustee Management Committee will review the Health and Safety Policy annually in conjunction with the review of the Fire Risk Assessment.

4 GENERAL DESCRIPTION OF PREMISES

Description: Traditional brick/block construction over steel frame. Twin layer steel interlocking sheet roof panels.

All joints to roof, firewalls and all other penetrations sealed with Pyrofoam Flameseal.

Construction is fully compliant with current building regulations. All internal doors fitted with intermittent strips.

Fully compliant with current fire regulations including access for persons with disabilities.

Occupancy:

Times the Premises are available for use:

Daily from 08.00

Closing 23.00 Sunday to Thursday

Closing 00.30 Fridays and Saturdays

The Total Number of Persons Employed within the Premises at any one time:

The Housekeeper is the sole employee and will often be lone working. Others will be volunteers of which there are currently ten.

The Total Number of Persons who may resort to the premises at any one time.

Maximum Capacities:

Main Hall 200 (120 seated)

Foyer 24 (seated)

Meeting Room 14 (seated)

Building footprint (Metres x Metres)

Size: 21.2 mtrs x 18.2 mtrs
= 385.84 m²

Number of Floors:

LDCH is a single storey building with a small mezzanine second floor accessed by a retractable trap door ladder located in the ceiling of the storeroom

Number of Stairs: None

5 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: Full fire alarm system, interlocked to all electric circuits. Automatic Electrical Systems shut down on fire alarm activation, with battery back up for emergency lighting.

Powered main entrance door 'fail safe open' on alarm activation.

Emergency Lighting: Lighting circuits isolated on fire alarm activation. All emergency lighting battery powered on fire alarm activation.

Emergency lighting fully compliant with fire regulations and building control.

Other: Fire alarm system incorporate smoke and heat detection. The kitchen has two steel roller shutters at serving hatches. The shutters are left closed when building is unoccupied. 'Fail safe' to closed on fire alarm activation.

7 IDENTIFY FIRE HAZARDS

Source of Ignition: The kitchen has an electric cooker with hot plates and a hot water boiler. In addition there is a free standing and moveable hot electric serving cabinet on wheels, for use in the kitchen or elsewhere in the building.

1. Faulty electrics in mains power supply, ring mains or lighting circuits
2. Faulty Electrical Equipment (e.g. Cooker, Water Boiler, Dishwasher etc.)
3. Faults with machinery and plant (Ventilation, Air Source Heat Pump etc.)
4. Smoking materials (This is a NO Smoking building with signs displayed)
5. Naked flames
6. Arson
7. Other sources (Including Contractors, Hirers and Users)

Source of Fuel:

1. Various flammable materials stored in storage areas
2. Fixtures and fittings (e.g. blinds & curtains – all fire retardant to British Standard, chairs and tables).
3. Paper in the form of notices and building/equipment instruction and maintenance documents
4. Cooking oils
5. Cleaning materials
6. Waste bins in kitchen and toilets
7. Accumulated waste materials in and around building.

There are no additional sources of oxygen other than normal air.

Work Processes: Lyng and District Community Hall is a modern new building constructed in full compliance of Building Regulations. As such it has the most up to date fire warning, emergency lighting systems, smoke detection and fire alarm buttons at fire exits. All fire exits have fire exit signs prominently displayed and are compliant so as to facilitate escape by people using wheelchairs or having other mobility difficulties.

Hot Permit to Work arrangements:

Should hot work become necessary all necessary steps will be taken to ensure relevant health and safety rules are fully complied and necessary hot work permits obtained.

Structural features that could promote spread of fire:

Structural design of building incorporates all latest building control recommendations and complies with all fire regulations. The building is constructed that in the event to prevent the spread of fire, affording maximum containment.

8 IDENTIFY PEOPLE AT RISK

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

- **Staff.**
- **The Trustees Management Committee.**
- **Trades People:** The committee uses local trades' people for the purpose of special skilled work which cannot be done by volunteers, such as safety checks and building maintenance. Local trades' people who are familiar with the building may gain access to borrowing a key, while others are always escorted by one or more committee members and shown the fire fighting equipment.
- **Volunteers:** Volunteers carry out cleaning, building maintenance, general gardening and odd jobs. They also help out at various events. All volunteers know the building well and are reminded of fire safety by fire notices.
- **Users:** These will generally be familiar with the building. Those that aren't will find the simple layout easy to navigate and assimilate. The main hall area is open and has three easily identifiable fire exits.
- **People with Disabilities / the Elderly:** At a typical function there may be a number of people with disabilities. Hirers should note those people in the hall who are hard of hearing, have limited eyesight or have impaired mobility, as they may need extra help in evacuating the hall and ensure they are given adequate assistance in the event of an evacuation. All emergency exit doors are suitable for wheelchair users.
- **Children:** It is the responsibility of Hirers to ensure all children within the building are supervised and that they are given adequate assistance in the event of an evacuation. The Appropriate adults are required to be present with children on the premises at all times.

9 MEANS OF ESCAPE

There are four emergency exits leading directly out of the building. Two from the main hall, one double door operated by crash bars and one a large sliding door to the front of the hall. A third exit from the main hall is via a pair of double swing doors accessing the foyer from which two emergency exits lead directly out of the building. One being a crash bar operated door adjacent to the toilets and the other the electrically operated main entrance door to the building; this door is automated to facilitate access by people with disabilities.

10 FIRE SAFETY SIGNS AND NOTICES

All fire exits have continually illuminated directional signs, integral to the comprehensive emergency lighting system, which is powered by battery back up on fire alarm activation.

Fire Action signs are displayed throughout the – adjacent to intruder alarm control in main foyer and at each fire extinguisher location.

11 FIRE WARNING SYSTEM

Comprehensive fire alarm system. Including sounders and smoke/heat detectors in all areas.

Fire alarm system fully compliant with fire regulations and building controls.

12 EMERGENCY LIGHTING SYSTEM

Comprehensive fire alarm system. Including sounders, smoke/heat detectors and emergency lighting (with battery power back up) in all areas.

Fire alarm system fully compliant with fire regulations and building controls.

13 FIREFIGHTING EQUIPMENT

Installed by Britannia Fire Ltd, Ashwellthorpe, Norfolk, NR16 1ER

6 x 6 x Britannia **P50F6** 6ltr AFFF foam stored pressure extinguisher. Supplied fully charged. Red body, certified to BS EN3. Fire Rating: 34A/183B. Kite-marked and CE marked.

2x Britannia **P50F2** 2ltr AFFF foam stored pressure extinguisher. Supplied fully charged. Red body, certified to BS EN3. Fire Rating: 8A/55B. Kite-marked and CE marked.

FB44 - 1.2m x 1.2m fire blanket

2ltr foam –

1 in the Kitchen (with the fire blanket FB44)

1 in the mezzanine

6ltr foam –

1 in the Foyer

1 by the exit near the toilets

2 in the in main hall

1 in the plant room

1 by the doors inside the storeroom.

14 MANAGEMENT – MAINTENANCE	
<p>Is there a maintenance programme for the fire safety provisions in the premises: Britannia Fire Ltd will train a member of the Trustee Management Committee to carry out annual maintenance (which will be recorded). Britannia Fire will carry out a discharge test at 10 years. The P50F range of fire extinguishers are plastic so will not corrode.</p>	
<p>Are regular checks of fire resisting doors, walls and partitions carried out: Regular weekly checks carried out by the Village Hall Manager and recorded</p>	Yes
<p>Are regular checks of escape routes and exit doors carried out: Regular weekly checks carried out by the Village Hall Manager and recorded</p>	Yes
<p>Are regular checks of fire safety signs carried out: Regular weekly checks carried out by the Village Hall Manager and recorded</p>	Yes
<p>Is there a maintenance regime for the fire warning system: Regular weekly checks carried out by the Village Hall Manager and recorded. Any faults detected reported under building services maintenance agreement and rectified.</p>	Yes
<p>Is there a maintenance regime for the emergency lighting system: Regular weekly checks carried out by the Village Hall Manager and recorded. Any faults detected reported under building services maintenance agreement and rectified</p>	Yes
<p>Is there maintenance of the firefighting equipment (by competent person?) Britannia Fire Ltd will train a member of the Trustee Management Committee to carry out annual maintenance (which will be recorded). Britannia Fire will carry out a discharge test at 10 years. The P50F range of fire extinguishers are plastic so will not corrode.</p>	Yes
<p>Are records kept and their local identified; All records maintained by the Village Hall Manager. Kept securely in metal two draw filing cabinet within the building.</p>	Yes

15 METHOD FOR CALLING THE FIRE AND RESCUE SERVICE

By telephone:

The building has a BT land line telephone connection 01603 872335. This facility installed as the mobile telephone system networks signal is locally intermittent.

16 EMERGENCY ACTION PLAN (EAP)

Displayed prominently within the building

Appendix 1 to Health and Safety Policy

EMERGENCY EVACUATION PROCEDURE IN THE EVENT OF FIRE OR OTHER EMERGENCY
THE FIRE ASSEMBLY POINT IS
PLAYING FIELD CAR PARK AT REAR OF THE BUILDING

IF YOU DISCOVER A FIRE

- 1 – Sound the alarm by PRESSING A FIRE ALARM BUTTON located at all fire exit points
- 2 – Immediately go to full evacuation procedure
- 3 – Dial 999 for the Fire Service – Only ring from within the hall if safe to do so
- 4 – Give the Fire Service this address – Lyng and District Community Hall,
Richmond Place, Lyng, NR9 5RF
- 5 – All persons in the building must evacuate and meet at the Assembly Area at
THE PLAYING FIELD CAR PARK AT REAR OF THE BUILDING
- 6 – All persons should account for everyone they were with in the hall at the time of evacuation.
- 7 – Check all rooms/toilets in the building for anyone left behind but only where safe and possible to do so
- 8 – Attempt to fight the fire using the fire extinguishers provided but only if safe to do so. DO NOT endanger yourself or anyone else.

IF YOU HEAR THE FIRE ALARM

- 1 – Leave the building by the nearest safe exit
- 2 – Close all doors behind you
- 3 – Report to the person in charge at the Assembly Point
- 4 – DO NOT stop to collect your belongings
- 5 – DO NOT take risks, just get out
- 6 – Check that those you were with in the building are safe and report anyone missing.

17 TRAINING

All sitting Trustees and Officers of the Charitable Incorporated Organisation will receive comprehensive training in all fire alarm and evacuation procedures. This will be replicated in respect of all staff and regular volunteers.

Refresher training will be given annually as arranged by the Village Hall Manager and recorded in the Fire Log Book.

All other volunteers and hirers will be made aware of the fire alarm and evacuation procedures. Hirers will be provided with details of the procedures with their hire agreement.

18 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
13 March 2019 – NONE IDENTIFIED			

18 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED – Continued...

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified

19 SIGNIFICANT FINDINGS	
Significant Finding	Control Measure/Action
<p><u>Main Entrance and Foyer</u></p> <ol style="list-style-type: none"> 1. Main entrance fire door – fail-safe open 2. Fire alarm display board inside main entrance. 3. Fire alarm zone plan displayed inside main entrance. 4. Emergency break glass alarm at exit door. 5. P50 Foam fire extinguisher with fire notice 6. Main fire exit to eastern boundary crash bar operation, break glass alarm and P50 foam fire extinguisher with fire notice. 7. Fire alarm sounder, smoke detector and heat sensor. 8. Window roller blinds fire retardant to British Standard. 	<p>No significant fire risk identified NO ACTION REQUIRED</p>
<p><u>Meeting Room</u></p> <ol style="list-style-type: none"> 1. Fire alarm sounder, smoke detector & heat sensor installed. 2. Exit door with intermittent seal to foyer. 3. Window roller blinds fire retardant to British Standard. 	<p>No significant fire risk identified NO ACTION REQUIRED</p>
<p><u>Kitchen (No Gas)</u></p> <ol style="list-style-type: none"> 1. Extractor system – fail-safe on fire alarm activation. 2. P50 Foam fire extinguisher and FB44 - 1.2m x 1.2m fire blanket. 3. Fire alarm sounder, smoke detector and heat sensor. 4. Steel fire proof roller shutters to both serving hatches, fail-safe closed on fire alarm activation 5. Exit door with intermittent seal to foyer. 	<p>No significant fire risk identified NO ACTION REQUIRED</p>
<p><u>Toilets Ladies, Gents, Disabled.</u></p> <ol style="list-style-type: none"> 1. Fire alarm sounder, smoke detector and heat sensor in ladies and gents. 2. Fire alarm sounder in disabled toilet. 3. Exit doors adjacent to main eastern boundary fire exit. 4. Window roller blinds fire retardant to British Standard. 	<p>No significant fire risk identified NO ACTION REQUIRED</p>

19 SIGNIFICANT FINDINGS – Continued...

Significant Finding	Control Measure/Action
<p><u>Storeroom</u></p> <ol style="list-style-type: none"> 1. Fire alarm sounder, smoke detector and heat sensor. 2. P50 foam fire extinguisher with fire notice. 	<p>No significant fire risk identified NO ACTION REQUIRED</p>
<p><u>Mezzanine</u></p> <ol style="list-style-type: none"> 1. P50 Foam fire extinguisher with fire notice. 2. Fire alarm sounder, smoke detector and heat sensor. 3. All joints to roof sheets Pyrofoam sealed. 4. Air handling unit electrically isolated on fire alarm activation. 	<p>No significant fire risk identified NO ACTION REQUIRED</p>
<p><u>Main Hall</u></p> <ol style="list-style-type: none"> 1. Fire alarm sounders (x2), smoke detector and heat sensors (x2) 2. Fire exit to eastern boundary crash bar operation, break glass alarm and P50 foam fire extinguisher with fire notice. 3. Exit to northern boundary, break glass alarm. 4. Double exit doors with intermittent seal to foyer. 5. P50 Foam fire extinguisher with fire notice. 6. Window roller blinds and black out curtains fire retardant to British Standard. 	<p>No significant fire risk identified NO ACTION REQUIRED</p>
<p><u>Plant Room</u></p> <p>Accessed externally from eastern boundary. Kept locked with authorised access only.</p> <ol style="list-style-type: none"> 1. Fire alarm sounder, smoke detector and heat sensor. 2. P50 foam fire extinguisher with fire notice. 3. All penetrations to main building sealed with Pyrofoam. 	<p>No significant fire risk identified NO ACTION REQUIRED</p>
<p><u>External</u></p> <p>Metal Storage Shed at rear containing play equipment (kept locked) Metal Clothes Bank at rear New 3" fire hydrant on northern Boundary 5 metres from building.</p>	<p>No significant fire risk identified NO ACTION REQUIRED</p>

20 ADDITIONAL HAZARDS

Specify:

14 June 2021 - NONE IDENTIFIED

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY

FOR FIRE SAFETY

Village Hall Manager

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR

CARRYING OUT AND REVIEW

Chair of Trustees & Village Hall Manager

MAINTENANCE PROGRAMME

PERSON RESPONSIBLE

Village Hall Manager

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTS
- FIRE SAFETY SIGNS/NOTICES

EMERGENCY ACTION PLAN

Village Hall Manager

PERSON RESPONSIBLE FOR

PRODUCTION AND REVIEW

STAFF TRAINING

PERSON RESPONSIBLE FOR:

- FIRE SAFETY TRAINING OF ALL STAFF
- IMPLEMENTING FIRE DRILLS

Village Hall Manager

EMERGENCY ACTION PLAN

Displayed prominently within the building

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Tel: 01603 872335
www.lyngvillagehall.co.uk
Email: info@lyngvillagehall.co.uk

