



Fire Risk Assessment
Malborough Village Hall & Playing Fields Association
Collaton Road, Malborough
Kingsbridge, Devon

This Fire Risk Assessment has been carried out with regard to The Regulatory Reform (Fire Safety) Order 2005, which took effect in England and Wales in October 2006.

The aim of this Fire Risk Assessment is to reduce the risks of fire and thus protect all users. **A copy of this Risk Assessment can be found on the village website : www.malborough.org.uk.**

The Village Hall and Playing Field Trustees are collectively the **'responsible person'**. The **competent person** is Andy Morgan, Chairman.

The facilities include a Main Hall (240m²) with an extending stage with theatre type services. It is marked out with a Badminton Court and is used for indoor bowls. The hall is licensed for 480 people or 250 if all are seated as for theatre. Alcohol may be served and consumed in the hall and annexe. There is an associated kitchen and bar service area which has been completely refurbished including a new large range cooker, water heater and cupboard and drawer units. There is a smaller hall (52m²) or Annexe with its own small kitchen, toilets and shower.

Plans of the Building are displayed on the Hall Noticeboard with the **exit routes** clearly marked.

Hirers (whether they are regular users or private bookings) must conform to the rules contained in the Terms and Conditions of Hire (detailed below):

The Hirer acknowledges that they will familiarise themselves with

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- An appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
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In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.



- That there are no obvious fire hazards on the premises.

Any problems associated with these points should be raised with a member of the Village Hall and Playing Fields Association Committee.

Fire Fighting Equipment Provided on the premises (See Plan attached)

Kitchen: Powder Extinguisher (1) and Fire Blanket (1)

Entrance Hall: Foam Extinguisher (1)

Main Hall: Water Extinguisher (4), CO₂ Extinguisher (2)

Annexe: Water Extinguisher (1), CO₂ Extinguisher (1)

Upper Storeroom: Foam Extinguisher

Annual Service due – May 2018

Fire Risk Assessment – Main Hall

Risk	Level of Risk	Action Required to reduce risk	Owner	Risk after Action	Date Action Completed
No Smoking	Low	No Smoking Signs to be placed on every door	Trustees – Gail Allen	Low	November 2012
Hall Wiring	Low	T Electrics to supply relevant paperwork	Trustees	Low	May 2013
Fan Heaters	High	Nothing flammable to be placed on or near to heaters	Trustees	Low	April 2016
Exit Doors	High	Ensure access is clear and Emergency Exit sign is lit	Trustees	Low	May 2016
Hall Stage	High	Ensure no inflammable substances are stored on stage or in storeroom	Trustees	Low	May 2016
Cleaners Cupboard	Low	Storage of Toilet Rolls and Hand Towels	Trustees	Low	May 2017
Henry Vacuum	Low	PAT	Trustees	Low	Sept 2015 AMMP Electrical
Mini175 Vacuum	Low	PAT	Trustees	Low	Sept 2015 AMMP Electrical



Floor Scrubber	Low	PAT	Trustees	Low	Sept 2015 AMMP Electrical
Extension Lead	Low	PAT	Trustees	Low	Sept 2015 AMMP Electrical
Electric Heater (item 17) Temporary use only in emergency	High	PAT Nothing to be placed near to heaters	Trustees	Low	February 2016
Electric Heater (item 18) Temporary use only in case of emergency	High	PAT Nothing to be placed near to heaters	Trustees	Low	February 2016

Fire Risk Assessment Main Kitchen

Risk Identified	Level of Risk	Action required to reduce risk	Owner	Risk after Action	Date action completed
Bins/Rubbish	Low	All users to remove rubbish from premises	Hirer	Low	
Kettle	Low	PAT	Trustees	Low	Sept 2015 AMMP Electrical Solutions
Water Boiler	Low	PAT	Trustees	Low	Sept 2015 AMMP
Microwave	Low	PAT	Trustees	Low	Sept 2015 AMMP
Fridge	Low	PAT	Trustees	Low	Sept 2015 AMMP



Fire Risk Assessment Annexe

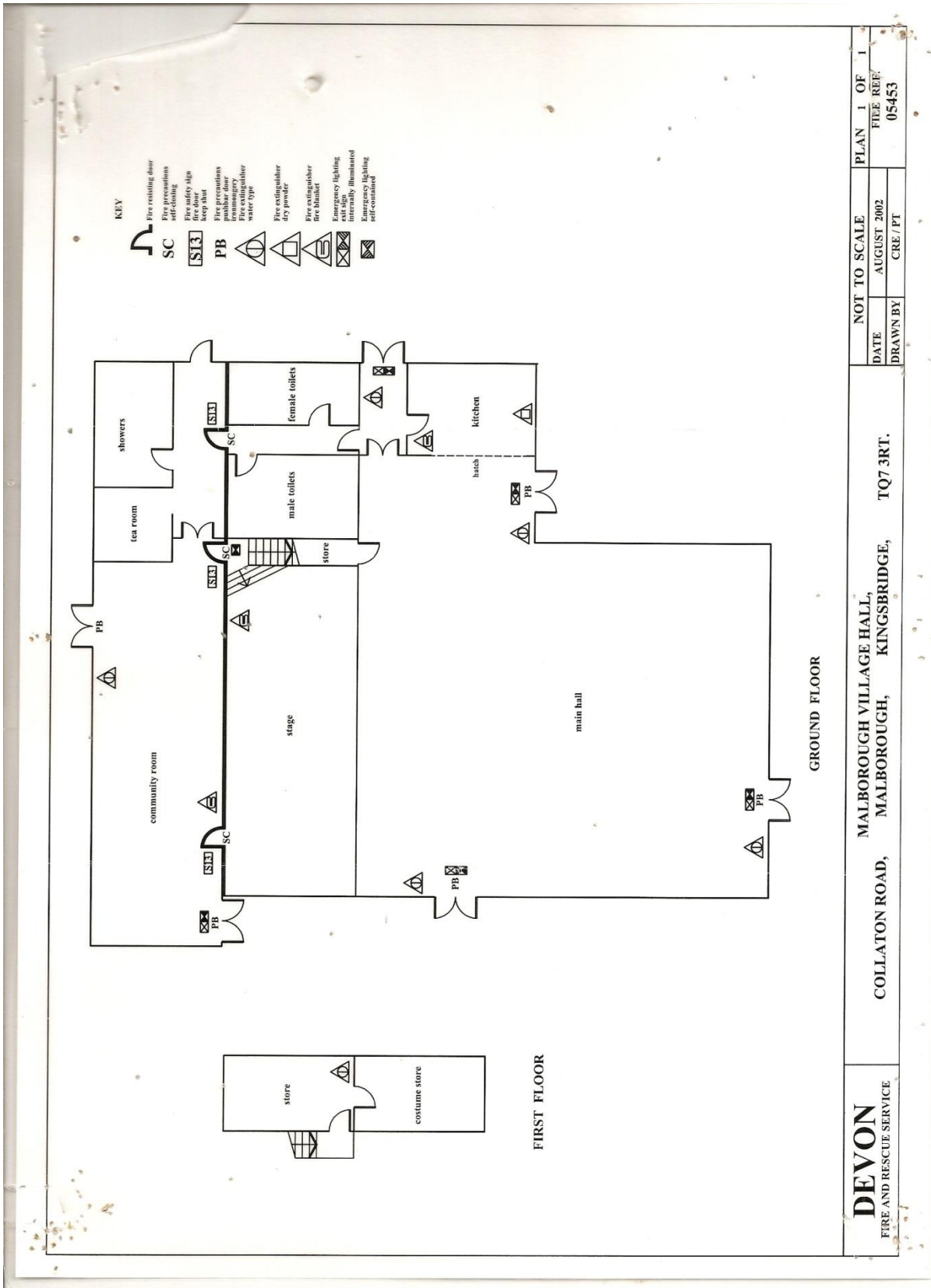
Risk Identified	Level of Risk	Action required to reduce risk	Owner	Risk after Action	Date action completed
Kettle	Low	PAT	Trustees	Low	Sept 2015 AMMP
Water Boiler	Low	PAT	Trustees	Low	Sept 2015 AMMP
Fridge	Low	PAT	Trustees	Low	Sept 2015 AMMP
Vacuum – Electrolux	Low	PAT	Trustees	Low	Sept 2015 AMMP
Gas Heaters (2)	High	Gas Certificate	Trustees	Low	April 2017
Gas Heaters (2)	High	Notices to warn of nothing to be placed directly on or near heaters	Trustees	Low	April 2017

Fire Risk Assessment Toilets

Nothing identified

Malborough Village Hall & Playing Fields Association

A Registered Charity No. 268019

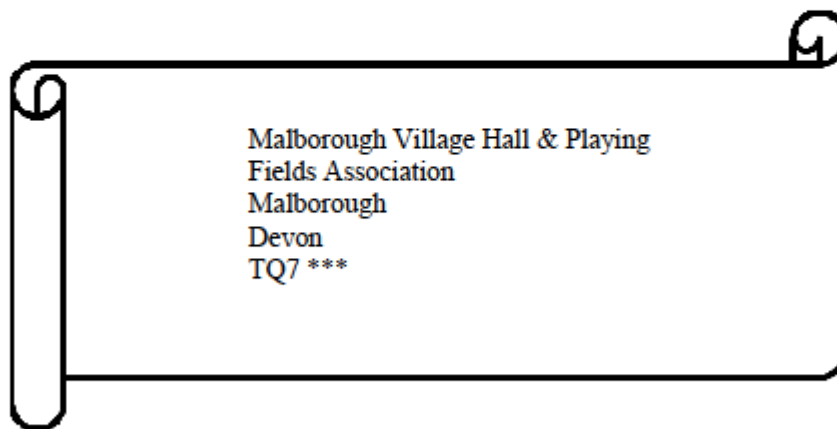




Dart Fire Protection



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Certificate of Completion



It is hereby certified that the Fire Extinguishers at the above premises have been inspected and sited to the relevant British Standard Code of Practice BS5306 Part 3 and Part 8.

Signed *black*

Reference 2061803

Date of inspection May 2017