



**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](http://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 (240m<sup>2</sup>) 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 (52m<sup>2</sup>) 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), CO<sub>2</sub> Extinguisher (2)

**Annexe:** Water Extinguisher (1), CO<sub>2</sub> Extinguisher (1)

**Upper Storeroom:** Foam Extinguisher

Annual Service done June 2018

### **Fire Risk Assessment – Main Hall**

<b>Risk</b>	<b>Level of Risk</b>	<b>Action Required to reduce risk</b>	<b>Owner</b>	<b>Risk after Action</b>	<b>Date Action Completed</b>
No Smoking	Low	No Smoking Signs to be placed on every door	Trustees	Low	November 2017
Hall Wiring	Low	T Electrics completed a full electrical survey	Trustees	Low	July 2018
Fan Heaters	High	Nothing flammable to be placed on or near to heaters	Trustees	Low	April 2018
Exit Doors	High	Ensure access is clear and Emergency Exit sign is lit	Trustees	Low	May 2018
Hall Stage	High	Ensure no inflammable substances are stored on stage or in storeroom	Trustees	Low	May 2018
Cleaners Cupboard	Low	Storage of Toilet Rolls and Hand Towels	Trustees	Low	May 2018
Henry Vacuum	Low	PAT	Trustees	Low	Sept 2016 AMMP Electrical
Mini175 Vacuum	Low	PAT	Trustees	Low	Sept 2016 AMMP



					Electrical
Floor Scrubber	Low	PAT	Trustees	Low	Sept 2016 AMMP Electrical
Extension Lead	Low	PAT	Trustees	Low	Sept 2016 AMMP Electrical
Electric Heater (item 17) <b>Temporary use only in emergency</b>	High	PAT Nothing to be placed near to heaters	Trustees	Low	February 2016
Electric Heater (item 18) <b>Temporary use only in case of emergency</b>	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 2016 AMMP Electrical Solutions
Water Boiler	Low	PAT	Trustees	Low	Sept 2016 AMMP
Microwave	Low	PAT	Trustees	Low	Sept 2016 AMMP
Fridge	Low	PAT	Trustees	Low	Sept 2016 AMMP



### Fire Risk Assessment Annexe

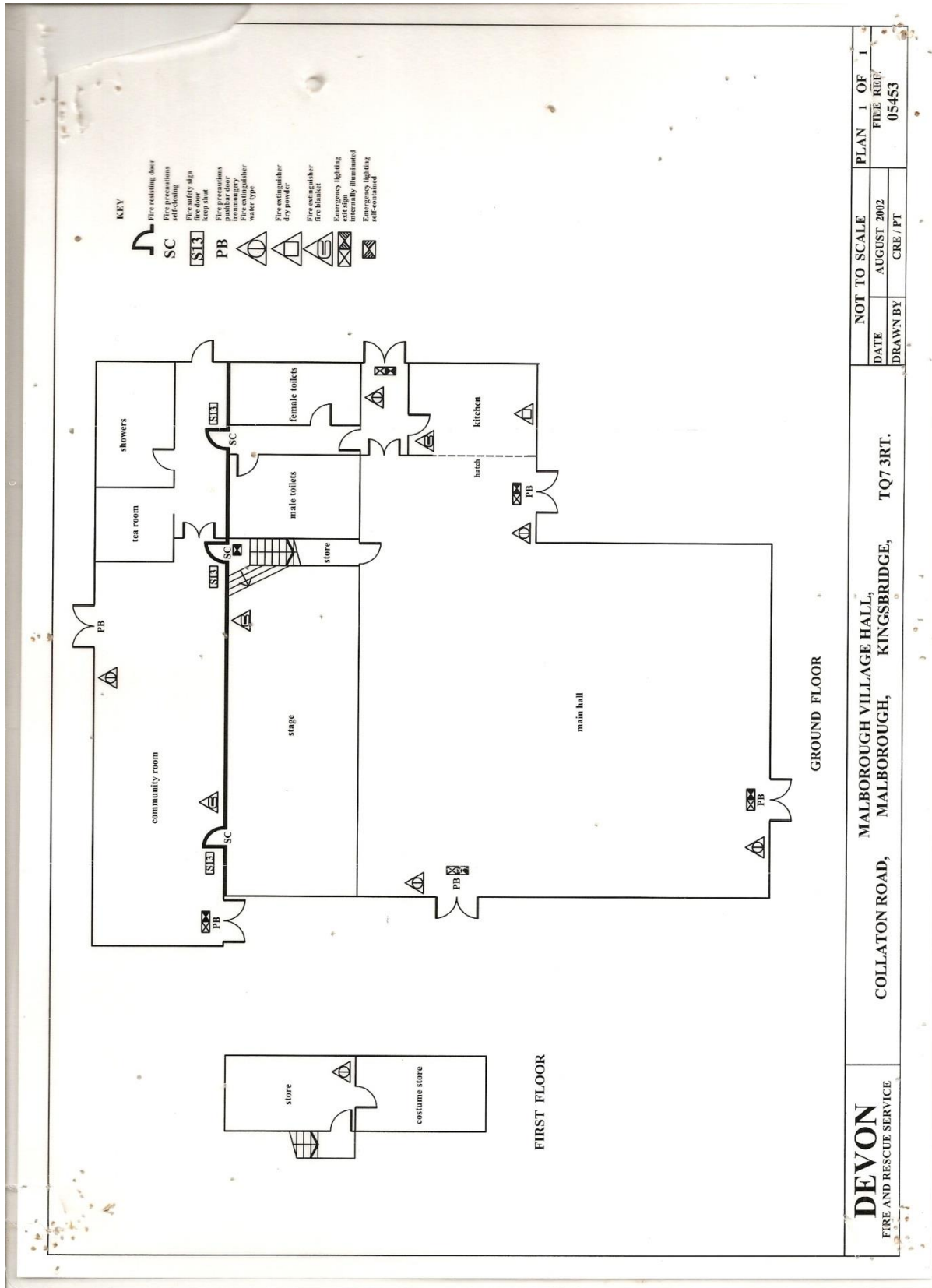
Risk Identified	Level of Risk	Action required to reduce risk	Owner	Risk after Action	Date action completed
Kettle	Low	PAT	Trustees	Low	Sept 2016 AMMP
Water Boiler	Low	PAT	Trustees	Low	Sept 2016 AMMP
Fridge	Low	PAT	Trustees	Low	Sept 2016 AMMP
Vacuum – Electrolux	Low	PAT	Trustees	Low	Sept 2016 AMMP
Gas Heaters (2)	High	Gas Certificate	Trustees	Low	April 2018
Gas Heaters (2)	High	Notices to warn of nothing to be placed directly on or near heaters	Trustees	Low	April 2018

### Fire Risk Assessment Toilets

Nothing identified

# Malborough Village Hall & Playing Fields Association

A Registered Charity No. 268019





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ORDER No \_\_\_\_\_

DATE 21/06/18

JOB No **C 00685**

**Certificate of Inspection**

Customer Name <u>MALBOROUGH VILLAGE Hall</u>	Invoice Address <u>MICULANDS SALCOMBE ROAD MALBOROUGH DEVON TQ7 3BX</u>
Service Address <u>COLLATON MALBOROUGH TQ7 3SN</u>	E. Mail <u>gailallen49@gmail.com</u>

No.	Extinguisher Type	Size	Date of Commission	Type of Action	Comments	Cost of Unit	Total
<u>3x</u>	<u>FOAM</u>	<u>9L-6L</u>	<u>—</u>	<u>B/S</u>			
<u>4x</u>	<u>WATER+ADD</u>	<u>6L-9L</u>	<u>—</u>	<u>B/S</u>			
<u>4x</u>	<u>CO2</u>	<u>2L</u>	<u>—</u>	<u>B/S</u>			
<u>1x</u>	<u>FOAM</u>	<u>6</u>	<u>18</u>	<u>RIC</u>	<u>NM</u>		

Service Break Down							
Total inspected	Total B/S	Disposal Of EXT	FG				
<u>12</u>	<u>11</u>	<u>1</u>	<u>1</u>				

Comments (Additional Equipment/Findings)

All Portable Fire Extinguishers (apart from non-conforming - see defect report) have been inspected, serviced and commissioned in accordance to British Standard 5306 Part 3/Part 8.

<b>RESPONSIBLE PERSON</b> Name <u>GAIL ALLEN</u>	<b>TECHNICIAN</b> Name <u>PHACKLEY</u>
Signature <u>[Signature]</u>	Signature <u>[Signature]</u>

CODES			
COM	Commissioning	O/H	Overhaul
B/S	Basic Service	COND	Condemned
E/S	Extended Service	N/M	None Maintained
R	Recharge		

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