

SAFETY GUIDE FOR USERS OF THE HALL

**Assessment by the Trustees, March 2021
Updated July 2025**

How to read this guide: Information relating to fire risks and emergency actions is indicated by the use of red ink.

Description of Premises

Hartlebury Parish Hall was built in 1952 with the support and effort of the whole community – the hall was refurbished in 2015. The Parish Hall is a Charitable Institution, run as a non-profit making organisation by a voluntary committee. It is a key focal point for events in the village. *It meets all current building regulations regarding fire hazard and disabled access.*

The building comprises one entrance lobby, separate men's, women's and disabled toilets, two storage rooms (for furniture and other equipment) and a committee room and separate kitchen and bar. Internal doors are fire-resistant. Exit doors open outwards. Window blinds are made of fire-resistant material. Cooking is by electricity and hot water and heating gas.

The hall provides:

- (1) A committee room 4.9m x 3.95m
- (2) A main hall 15.1m x 9.1m (seating up to 150 theatre style and 120 sitting at tables) when the patio fire exits are in use. Otherwise, the hall has a limit of 100 theatre style and 96 sitting at tables.
- (3) Stage
- (4) Kitchen
- (5) Lounge and Bar 7.0m x. 8m

All parts are available to hire for both private and public events.

The car park to the front and rear side of the building, has space for approximately 50 cars (including 4 disabled spaces).

Two emergency exits lead directly out of the building - from the main hall. They are clearly lit with **emergency lighting**. Fire assembly point is the Muga opposite the Parish Hall

The Hall is **NO SMOKING** area.

No **FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES** or **INGNITED CANDLES** are permitted inside the building. **Smoke detectors** in various places trigger an alarm in the event of fire.

Fire extinguishers are situated in the kitchen, main hall and lounge. **They are annually inspected.** The certificate is held at the registered address.

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, some of which are licensable. A written agreement between the Village Hall and the Hirer forms the basis of the hiring arrangement. The Booking Form and Rules of Hire draw the hirer's attention to the health and safety and licensing obligations that the Booking places upon them. The Hall holds a **licence** for the sale of alcohol. Private Hirers are responsible for meeting the obligations of the **licence**, and must seek permission from the Trustees to serve or sell alcohol.

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 AJM Fire Risk Assessment Services 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 in case of an emergency evacuation to take a note of the name of everyone attending your event (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, the escape routes. The plan is available to all Hall users and is also displayed on the wall by the side entrance. They should also identify the assembly point.

A Trustee only staffs the hall during a booked event when it is agreed necessary.

It is the responsibility of hirers to ensure the hall is securely locked after use, as the building should never be left open and unoccupied.

People at Risk

Those at risk in the event of fire are:

- Staff:** The Village Hall Committee employs a part-time cleaner, who has a key to the building and is generally on her own when working.
- Trades People:** The Trustees employ local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Local trades people who are familiar with the building may gain access to the hall by borrowing a key from the nominated key holders, while others are always escorted by one or more Trustees. Under certain circumstances, with the approval of Trustees, a tradesperson may be, on signature of the Hall’s Key Safe Policy, given a key code to gain entry. A book is signed
- Hall Users (up to 150 inside at any time when all the fire exits are accessible and usable):** 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 easily identifiable fire exits on 2 sides. Emergency lighting is installed over fire doors and around the hall, and this is tested annually.
- 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. All emergency exit doors are on a level with the areas or ramps outside, so there are no barriers 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 walk past the hall on their way to the village green, tennis court and Multi User Games Area (MUGA).

Possible Causes of Fire

- a) Main Power supply fault
- b) Portable electrical appliances fault
- c) Kitchen equipment faults (other than portable electrical appliances)
- d) Cooking accidents
- e) Waste (accidental ignition)
- f) Stage lighting system fault (including dimmer and distribution system)
- g) Soft furnishings – accidental ignition
- h) Stage scenery and props – accidental ignition
- i) Deliberate ignition

Control Measures

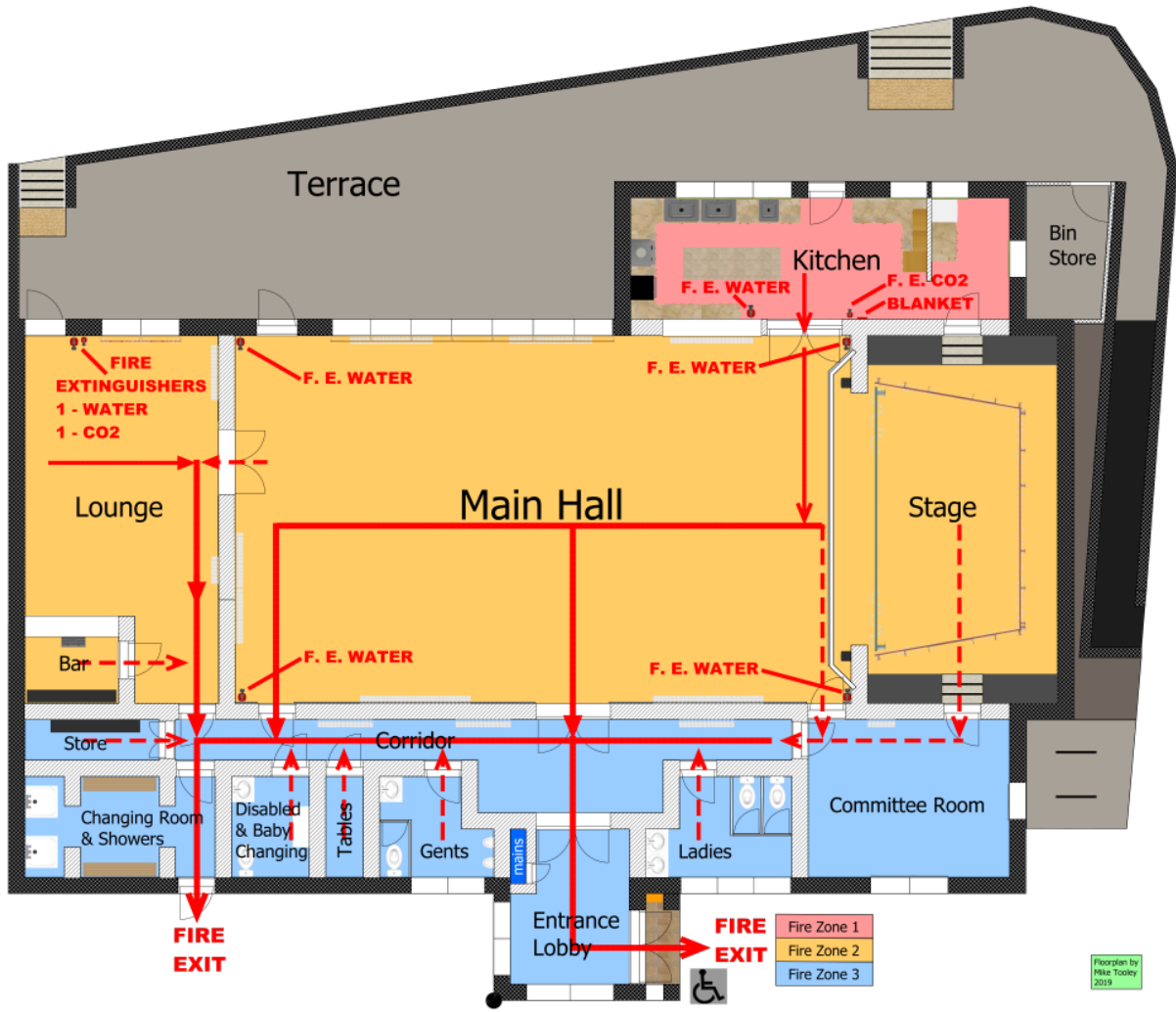
The primary and general control measures taken by the Trustees are to ensure that:

- Sufficient and correct fire-fighting equipment is available** and that a qualified practitioner inspects it at least once per year. A Certificate of Maintenance will be obtained for each inspection. **The equipment currently consists of the following: 7 extinguishers: 2 x 2kg CO2, 4 x 6 litre Water, 1 x 6Ltr. Foam; a Fire Blanket and 2 x Smoke alarms fitted in the kitchen.**
- 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 a 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 will be done quarterly. A test of the Smoke Alarms will be done quarterly.
- The Trustees test** the ease of access to and through the escape routes and to the assembly points at least once per year and log the results.
- Any furnishings** belonging to the Village Hall that are less than one metre from the floor 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 applies to all curtaining on the stage irrespective of distance from the floor level.
- The boiler is serviced annually.**

- **Security lighting** (sensor operated) is provided around the building in order to discourage intruders
- **A record of key holders and key safe code holders is kept.** 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 Village Hall Users will be made aware** of their responsibilities under the Premises Licence 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.

DIAGRAMS OF PARISH HALL SHOWING FIRE EXITS & Location of ASSEMBLY POINT

Note that the ASSEMBLY POINT is: The Multi-User Games Area (MUGA) in front of the Parish Hall



MUGA
Assembly Point

IN THE EVENT OF A FIRE

- 1 The Responsible person (see page 3) 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 – **the Multi-User Games Area (MUGA) in front of the Parish Hall.**
- 2 **A Roll Call should be taken.**
- 3 **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone near the Hall. If you have a mobile phone, **Dial 112** and give this address:

Hartlebury Parish Hall, Waresley Court Rd. Hartlebury, Worcs. DY11 7TQ

- 4 **The Responsible Person** should ensure that once the Parish 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 and all persons are safe, or should inform **the Officer in Charge** of anyone who is missing from their last known position.
- 6 **Attempts to extinguish the outbreak of fire using the fire extinguishers should only be carried out if it is considered safe. If any doubt get out of the building.**
- 7 If you have a mobile phone and after all of the above has been carried out , and circumstances allow, **please call 01299 250808 (Chair) or 01299 250995 (Vice Chair)**

Note: All incidents, no matter how small have to be reported to the Chair or Vice Chair

Village Hall Committee Contacts:

Chairman	Cath Holden	01299 250808
Vice Chair	Julie Howells	07917 034264
Secretary	Elizabeth Davies	01299 250666
Treasurer	Vacant	
Bookings Secretary	Kirsten Webber	07429 014934