

## REGULATORY REFORM (FIRE SAFETY) ORDER 2005

### FIRE RISK ASSESSMENT

Name and address of property:	Claygate Village Hall
	Church Road
	Claygate
	KT10 0JP
Employer or other responsible person:	Mrs Sally Williams
Position:	Chairperson of
	Management Committee
This Risk Assessment was conducted	
by.	Mr Anthony Woolhead
Position:	Hall Manager
	Management Committee
<p>The purpose of this report is to provide an assessment of the risk to life from fire in the building and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. It is based on a visual survey and information supplied by the organisation. No physical testing of equipment or systems was undertaken. This Fire Risk Assessment should be reviewed by a competent person by the date indicated on page 2 or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.</p>	
Signed.....	
S Williams	Dated.....

## GENERAL INFORMATION

### **General Description of Building:**

Main Hall - A traditional building constructed from stone and brick and timber, with a pitched roof constructed from timber and slate. It is mainly ground floor with a small gallery area.

Small Hall - A traditional building constructed from stone and brick and timber, with a flat roof.

### **Activities Carried Out There:**

General Village Hall activities including classes, dramatics, parties, meetings etc.

### **General Occupancy Times:**

Variable between 8am and midnight.

### **Fire Loss Experience:**

None recorded or known.

### **Assessed Risk Category:**

Normal.

**Date of Survey:** August 2016

**Date of Last Review:** March 2024.

**Date of previous Report:** April 2022

**Suggested date for next Review:** April 2026

### **Other Relevant Information:**

Review conducted on 16<sup>th</sup> March 2024 by Clive Thompson – CVHA Community Trustee

Accompanied by S Williams – Chair of Trustees

Review conducted on 29<sup>th</sup> May 2021 by Steve Fleming – CVHA Community Trustee

Accompanied by A Woolhead – Hall Manager.

Review conducted on 18th April 2019 by Steve Fleming – CVHA Community Trustee

Accompanied by A Woolhead – Hall Manager.

Review conducted on 23rd January 2018 by Brian Bagnall – CVHA Community Trustee

Accompanied by A Woolhead – Hall Manager.

## **Claygate Village Hall Association**

### **Fire Risk Assessment - Review**

Date of Review: 16<sup>th</sup> March 2024.

Conducted By: Clive Thompson. Community Trustee

Accompanied By: S Williams. Chair of Trustees.

#### **On Site Review of Claygate Village Hall Fire Risk Assessment V4.9**

Observations: -

All 19 areas detailed in Appendix 1 were visually inspected (except the CDS Store off the Dressing Room, the Under-Stage Area and the External Stores).

All fire appliances were correctly positioned and maintained.

All signage was correctly displayed and maintained - an additional "Fire Exit" sign to be installed in the lobby outside the disabled/ladies wcs.

All escape routes and exit doors were clear and in working order.

All Fire Zone plans [ Appendix 3] and Evacuation plans [ Appendix 2] were correctly displayed.

Fire Detection System appeared to be functional.

Overall, no new or increased fire risks were noted.

In addition, we discussed the following: -

Consideration to be given to installing a maintained light in the CDS Stage Props Room

Consideration to be given to installing Fire Resisting doors to the Main Services Room and the four doors leading off the first-floor gallery.

Clive Thompson.

16th. March 2024.

## **Claygate Village Hall Association**

### **Fire Risk Assessment - Review**

Date of Review: 29th May 2021.

Conducted By: Steve Fleming. Community Trustee

Accompanied By: Anthony Woolhead. Hall Manager.

#### **On Site Review of Claygate Village Hall Fire Risk Assessment V4.5**

Observations: -

All 19 areas detailed in Appendix 1 were visually inspected (except the CDS Store off the Dressing Room, the Under-Stage Area and the External Stores).

All fire appliances were correctly positioned and maintained.

All signage was correctly displayed and maintained - an additional "Fire Exit" sign to be installed in the lobby outside the disabled/ladies wcs.

All escape routes and exit doors were clear and in working order.

All Fire Zone plans [ Appendix 3] and Evacuation plans [ Appendix 2] were correctly displayed.

Fire Detection System appeared to be functional.

Overall, no new or increased fire risks were noted.

In addition, we discussed the following: -

The Fire Evacuation Plan drawing needs to be updated, with rooms consistently named – Clive Thompson undertook to follow up on this.

Consideration to be given to installing a maintained light in the CDS Stage Props Room

Consideration to be given to installing Fire Resisting doors to the Main Services Room and the four doors leading off the first-floor gallery.

Steve Fleming.

29<sup>th</sup>. May 2021.

## Claygate Village Hall Association

### Fire Risk Assessment - Review

Date of Review: 18th April 2019.

Conducted By: Steve Fleming. Community Trustee

Accompanied By: Anthony Woolhead. Hall Manager.

#### On Site Review of Claygate Village Hall Fire Risk Assessment V4.3

Observations: -

1. All 20 areas detailed in Appendix 1 of V4.3 were visually inspected (except the Stage Props Room, the CDS Store off the Dressing Room, the Under-Stage Area and the External Store).
2. All fire appliances were correctly positioned and maintained.
3. All signage was correctly displayed and maintained.
4. All escape routes and exit doors were clear and in working order.
5. All Fire Zone plans [ Appendix 3] and Evacuation plans [ Appendix 2] were correctly displayed.
6. Fire Detection System appeared to be functional.

Steve Fleming.

20<sup>th</sup>. April 2019.

## **Claygate Village Hall Association**

### **Fire Risk Assessment - Review**

Date of Review: 23<sup>rd</sup> January 2018.

Conducted By: Brian Bagnall. Community Trustee

Accompanied By: Anthony Woolhead. Hall Manager.

#### **On Site Review of Claygate Village Hall Fire Risk Assessment V4.1**

Observations: -

7. All 20 areas detailed in Appendix 1 of V4.1 were visually inspected.
8. All fire appliances were correctly positioned and maintained.
9. All signage was correctly displayed and maintained.
10. All escape routes and exit doors were clear and in working order.
11. All Fire Zone plans [ Appendix 3] and Evacuation plans [ Appendix 2] were correctly displayed.
12. Fire Detection System appeared to be functional.

Brian Bagnall.

26<sup>th</sup>. January 2018.



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## **CLAYGATE VILLAGE HALL**

### **FIRE RISK ASSESSMENT**

#### **1. Introduction**

1.1 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 in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

1.2 The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is relevant, therefore, to Claygate Village Hall.

1.3 For the purposes of carrying out the Fire Risk Assessment the 'responsible person' is the Claygate Village Hall Management Committee who from time to time appoints one or more 'competent' persons to undertake the risk assessment. This assessment has been carried out in August 2016.

1.4 This Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regard to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly.

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

1.5 The Fire Risk Assessment follows this structure and has been carried out for each of the principal areas of useable space in the village hall, namely:

1. Main entrance and foyer
2. Main hall
3. Kitchen
4. Small hall
5. Committee Room
6. Disabled toilet
7. Toilets
8. Gallery storage
9. Gallery Stage Lighting room
10. Furniture Storage Area
11. Stage
12. Stage Dressing room
13. Hirers store room
14. Rear corridor (next to Committee Room)
15. Parish Council Storage room.
16. Cleaners storage room.
17. Heating Room
18. Main Services Electrical/Gas and Heating Room.
19. Two External Storage areas (prefab garages).

1.6 For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection, firefighting and precautionary equipment, escape routes emergency lighting, signs and notices.

1.7 The findings of this assessment are contained in appendix 1 and the key points discussed in the following paragraphs.

#### 1.8 Definition of Hazard and Risk

- Hazard: anything that has the potential to cause harm.
- Risk: the chance of that harm occurring.

#### 1.9 Aims of this Fire Risk Assessment

- To identify any fire hazards in and around the premises.
- To reduce, to as low as reasonably practicable, the risk of those hazards causing harm.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

## **2. Fire Hazards: Sources of Ignition, Fuel and Oxygen**

### ***Sources of Ignition***

2.1 The main sources of ignition are the various items of electrical equipment located in the kitchen(s) e.g. cooker, dishwasher, fridge freezer, fridge (small hall kitchen), urn water heater(s). Additionally, there are gas multipoint heaters in the main kitchen and in the gentlemen's foyer toilet. Gas warm air heaters are located in three areas (heating room, main services electrical/gas and heating room and heating cupboard small hall).

2.2 Elsewhere, the main sources of ignition are electric sockets and lighting located throughout all the hall areas. The stage has a large area of overhead lighting used when productions are staged. A vacuum cleaner is kept in the cleaning cupboard off the foyer. The Parish Council has two printers one located in its storage room and one in the Committee room.

2.3 Additional sources of ignition are the electrical wall heaters located in the Foyer, Committee room, Foyer & Stage Ladies and Gentlemen's toilets, Disable Toilet and the Stage Dressing room.

2.4 Further sources of ignition are portable electrical equipment both that owned by the hall and that brought into the premises by hirers.

2.5 Smoking. Although visitors are not allowed to smoke or vape on the premises, there is a slight possibility that some may ignore this.

### ***Sources of Fuel***

2.6 The principal sources of fuel are scenery which is stored at the rear of the stage in and above the rear corridor and the gallery storage areas where props and clothing used by Claygate Dramatic Society are stored.

2.7 Elsewhere, the main sources of fuel are furniture associated with the hall i.e. tables and upholstered seating, stage curtains and various other curtains at each of the main windows as well as the wooden stage itself.

2.8 Small quantities of flammable liquids, gases, paper hand towels and toilet tissue are located in the cleaners store room.

2.9 Hirers storage rooms and cupboards contain flammable material.

2.10 Waste is minimal, as waste is removed to an outside area on a regular basis.

2.11 Externally there are two separate storage buildings one where paint and varnishes, together with stage scenery and wood, plastics etc. utilised by Claygate Dramatic society in their productions are stored and one for the storage of premises maintenance items.

### ***Sources of Oxygen***

2.12 The main source of oxygen is the natural airflow through, doors, windows and other openings. This natural airflow is sometimes supplemented by mechanical means when the warm air heating system is used.

## **3. People at Risk**

3.1 People who use the hall and may be at risk if there is a fire include:

- Hirers
- The Village Hall Management Committee
- The Parish Council
- Local organisations
- Contractors
- Cleaners
- Visitors
- Hirers, contractors and visitors who are unfamiliar with the hall layout
- Children
- The elderly
- People with disabilities (mobility, hearing or vision impairment)

The halls Premises Licence limits the number of people using the hall as follows:

1. The maximum permitted number of persons where provision for close-seated audience is not intended shall be 275.
2. The maximum permitted number of persons where provision is made for a close-seated audience shall be 210.

## **4. Evaluate, remove, reduce and protect from risk**

### ***The risk of fire occurring***

4.1 It is considered that the risk of fire occurring is relatively low. The main sources of ignition comprise electrical equipment, gas warm air heaters located in three areas (heating room, main services electrical/gas and heating room and heating cupboard small hall), gas multipoint heaters located in the kitchen and in the gentlemen's foyer toilet. Combustible materials are kept away from these sources and all equipment and heaters are regularly serviced and maintained in a good state of repair.

4.2 Elsewhere, electric sockets, electrical wall heaters and lighting are well maintained and if additional overhead lighting is temporarily installed when productions are being staged, an experienced electrician is available to ensure their safe installation and operation.

4.3 All portable electrical equipment used in the Hall is inspected by a competent electrician and where appropriate has a Portable Appliance Test certificate.

It is the responsibility of hirers to ensure that their appliances have been maintained in accordance with current HSE guidelines ([www.hse.gov.uk/pubns/indg236.htm](http://www.hse.gov.uk/pubns/indg236.htm)) and have been tested and labelled if so required.

### ***The risk to people***

4.4 An evaluation has been carried out of the actual risk to the people identified in **3. People at Risk** in the event a fire did start and spread from those areas with the main sources of ignition i.e. stage, kitchen, heating room, electrical services and heating room, heating cupboard small hall and gentlemen's foyer toilet.

4.5 The main entrance/foyer, the main hall, small hall, committee room, kitchen, toilets, disabled toilet and stage dressing room are all at ground floor level and are open to the various escape routes available. The elevated stage has its own means of escape via external fire doors on each side of the building.

4.6 The gallery area is a relatively confined space and the only escape route is via the stairs to the main hall from where access is available to the main escape routes.

### ***Removal/reduction of the hazards***

4.7 The identified potential hazards comprise the range of electrical equipment contained in the kitchen which is an essential part of the facilities available to the users of the village hall. Removal would not be in the best interests of the village hall or its users and the potential hazards are reduced as far as possible through annual maintenance, inspection, servicing and displaying clear instructions for the use of electrical equipment (i.e. dish washer).

4.8 Similarly, the warm air heaters in the heating room, electrical services and heating room and heating cupboard small hall, the multipoint heaters in the kitchen and gentlemen's foyer toilet, and the wall heaters in the ladies' toilet, gentlemen's toilet, foyer and the stage dressing room are essential for the comfort and well - being of users of the hall. Their potential hazards are minimised through annual maintenance, inspection and servicing.

4.9 Stage scenery, props, wood and plastics stored by Claygate Dramatic Society represent a potential hazard and they are encouraged to reduce these to the minimum practical and to be kept tidy and confined to specific areas.

4.10 The village hall operates a No Smoking policy in all areas of the building with "No Smoking" signs provided and displayed in accordance with current legislation.

4.11 Elsewhere flammable materials are limited to curtains, tables and seating, and generally are kept in their designated areas away from potential hazards. Similarly, various sports and leisure equipment used by local groups are kept secure within the hirers store rooms off the main hall where potential fire risks are very low. Sports mats are stored off the main hall where potential fire risks are low. Clutter is avoided wherever possible.

### ***Removal/reduction of the risks to people***

4.12 The fire risk to people has been reduced to as low as reasonably practical by ensuring that adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.

4.13 A fire alarm system is in place incorporating an alarm bell and manually operated 'break glass' points which are located throughout the building in the main entrance/foyer, main hall, small hall, committee room, stage and in the furniture store area.

4.14 Fire extinguishers for particular types of fire are situated in the main entrance/foyer, main hall, small hall, kitchen, committee room, gallery, furniture store, external storage areas and on the stage as detailed in the accompanying table. These are regularly inspected and the Certificate of Inspection is displayed in the main entrance/foyer. Fire blankets are located in the kitchen, committee room and stage wing area.

#### 4.15

There are five main escape routes available at ground floor level and are readily accessible from all parts of the building. All are independent of each other with emergency escape lighting. New emergency escape lighting has been installed which is permanently on at all times.

The main escape routes are

- (1) via the main entrance and rear entrance in the foyer
- (2) via external fire doors off the main hall
- (3) via an external fire door off the small hall
- (4) via an external fire door off the committee room
- (5) via an external fire door off the furniture storage, stage dressing room and hirers storage area.

In addition, escape routes are available from the elevated stage via external fire doors located on both sides of the building.

4.16 Escape routes are all unencumbered and are listed in appendix 1. External fire doors lead either to the outside car parking area or to the rear courtyard; both areas provide open space for safe and easy clearance of the hall.

4.17 Escape routes and exits together with the locations of firefighting equipment are indicated by appropriate signs throughout the building as



indicated in appendix 1. Fire exit signs are included on the emergency lighting panels throughout the hall as also detailed in appendix 1.

4.18 Notices indicating the location of fire doors and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

### ***Installation, testing and maintenance***

4.19 All fire prevention and firefighting equipment is maintained in effective working order through regular checks, annual servicing and maintenance.

Sources of risk are also checked on a regular basis.

4.20 Weekly checks are made of warm air gas heaters, fridges, emergency lighting, fire doors, lights, dishwasher, cooker, multipoint gas water heaters and the fire alarm these checks are detailed in appendix 4.

4.21 An annual check is made of the fire extinguishers, and a certificate of inspection obtained. An annual check is made of the fire alarm system and a certificate of inspection obtained. The electrical system is checked on a five yearly basis and a safety certificate obtained. The gas warm air heaters and the gas multipoint heaters are serviced on an annual basis. Gas safety checks are performed on ALL gas equipment on an annual basis and certificates obtained.

4.22 Risk assessment inspections (including fire risks) are performed three times a year by the Trustees accompanied by the Management Committee.

### ***Conditions of Hire***

4.22 The conditions of hire of the village hall state that fire and other exits must not be obstructed. The conditions of hire are shown on the Village Hall web-site.

4.23 For theatrical and entertainment events particular health and safety procedures apply and an appointed person is responsible for fire safety and emergency evacuation.

## **5. Record, Plan, Inform, Instruct and Train**

### ***Significant findings and action taken***

5.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report.

5.2 A plan showing the general fire safety measures is attached as Appendix 2.

### ***Emergency plan***

5.3 The village hall has a relatively simple layout with clear and well signed escape routes.

As explained above, the conditions of hire state that fire and other exits must not be obstructed and that illuminated fire exit signs must be on for all public entertainment.

5.4 The village hall operates particular health and safety procedures for theatrical and entertainment events covering the appointment of a health and safety officer, preparation for public entry to the event, emergency procedure, performance restrictions, no smoking and notification to the public. These procedures are detailed on the booking form provided.

5.5 Purpose of the Emergency Plan - the purpose of this plan is to ensure that all occupants of these premises know what to do in the event of a fire, and to ensure that the premises can be safely evacuated should a fire occur. The Management Committee will generally be responsible for ongoing compliance with fire safety legislation and for fire safety management in the premises, but this plan will also serve to help to identify additional and specific responsibilities of others in the event of a fire or other emergency situation requiring evacuation of the premises.

5.6 Fire Risk Assessment - a Fire Risk Assessment as required by law has already been carried out on the premises. The results of this assessment and any remedial action taken as a consequence, have been fully considered in drawing up this plan. It is vital that occupants become familiar with this plan and the procedures contained therein, in order that in the event of a fire occurring, we can ensure as far as humanly possible the safety and wellbeing of all people that are likely to enter the building, particularly members of the public and contractors.

The most significant points raised in the Fire Risk Assessment are as follows:

Signs and Notices: 'Fire Action' notices have been provided and situated at designated locations within the building.

Fire Safety Checks: These will be carried out on a regular basis and recorded in the Fire Safety Log Book provided.

5.7 If A Fire Is Discovered - if you discover or suspect a fire, you must raise the alarm by activating the fire alarm system by use of the break glass points and shouting "Fire!"

The **Hirer** is deemed the "**Responsible Person**" and is designated the person in charge of the hall for the duration on the hire (note it is advisable to have a list of names of each person attending your event for use when taking a roll call - see 5.8).

5.8 Evacuation of Premises - in the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs, and who may require varying degrees of assistance.

Evacuation should take place in an urgent but orderly fashion, and those leaving the building should report to the **assembly point (the Hare & Hounds car park)**, where a roll call will be carried out to ensure that everyone has evacuated the building safely.

It is the **Hirers** responsibility to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to toilets.

5.9 Calling and Liaising with the Fire Service – no matter how small the fire **CALL THE FIRE SERVICE ON 999.**

Give this address – **Claygate Village Hall, Church Road, Claygate, KT10 0JP**

Use a mobile phone or the public phone box by the bus shelter in Church road.

Upon arrival of the Fire Service, the responsible person will meet the officer in charge and relay as much information about the incident as possible, including:

- Persons missing or trapped in the building, where and when they were last seen;
- Where the fire is, what it involves, and how big it is;
- Where the gas, electricity and water services are located;
- Any special hazards in the building which may affect the safety of personnel;
- The Fire Evacuation Plan is located in Foyer (and around Hall);
- Any other information which may be considered useful.

*Remember that once evacuation has taken place the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.*

5.10 Fire Fighting - if a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, **but only if it is considered safe to do so and only after the alarm has been raised**. Regardless of whether the fire is successfully extinguished, **the Fire Service must still be called**.

All incidents, however small, must be reported to the Hall Management Committee.

### ***Information and instruction***

5.11 Copies of the Conditions of Hire and the conditions relating to Theatrical and Entertainment Events are provided to hirers who are required to accept and adhere to them.

5.12 Signs indicating the location of fire doors and fire extinguishers are posted at various prominent and visible points throughout the village hall.

5.13 Fire safety advice is given to the hall cleaners and contractors.

## **6. Review**

6.1 This fire risk assessment has been carried out for the village hall following the introduction of the Regulatory Reform (Fire Safety) Order 2005.

The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

6.2 This fire risk assessment was last reviewed on the 25th March 2024.

## APPENDIX 1

### Fire Risk Assessment Findings

<b><i>Location</i></b>	<b><i>Sources of ignition, fuel and oxygen</i></b>	<b><i>Fire detection, firefighting and precautionary equipment</i></b>	<b><i>Escape routes</i></b>	<b><i>Emergency lighting, signs and notices</i></b>
<b>1.Main entrance and foyer</b>	Electric sockets and lighting. Electric wall heaters. IT equipment. Curtains.	Fire alarm control Box. Fire alarm point. Foam extinguisher.	Via main entrance doors. Via foyer rear door.	Emergency lighting. No Smoking sign. Fire Zones Plan. Evacuation Plan. Emergency exit sign(s).
<b>2. Main Hall</b>	Electric sockets and lighting. IT equipment. Curtains.	Fire alarm points. Foam extinguisher (3). CO2 extinguisher.	Via external fire door to car park. Via external fire door to rear courtyard. Via main entrance.	Emergency lighting. Evacuation Plan. Emergency exit signs.

<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, firefighting and precautionary equipment</b>	<b>Escape routes</b>	<b>Emergency lighting, signs and notices</b>
<b>3. Kitchen</b>	Gas Multipoint Water Heater. Fridge freezer. Dishwasher. Electric Induction Cooker. Electric Plate Warmer. Kettles. Electric Water Heater. Electric sockets and lighting. Electrical Distribution board. Electric Hand dryer.	Fire Blanket. CO2 extinguisher. Powder extinguisher. Fire Door to entrance.	Via main entrance doors. Via foyer rear door.	Emergency lighting. Emergency exit sign. Fire Door.
<b>4. Small Hall</b>	Gas Warm Air Heater. Fridge. Kettle. Electric sockets and lighting. Curtains. Upholstered Seating. Tables.	Foam extinguisher. CO2 extinguisher.	Via external fire door to side passageway leading to car park.	Emergency lighting. Emergency exit sign(s). Evacuation Plan.

<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, firefighting and precautionary equipment</b>	<b>Escape routes</b>	<b>Emergency lighting, signs and notices</b>
<b>5. Committee Room</b>	Electric sockets and lighting. Kettle. Electric Water Heater. IT equipment. Printer. Upholstered Seating. Tables. Electric wall heater.	Foam extinguisher. Fire Blanket.	Via external fire door to car park.	Emergency lighting. Evacuation Plan. Emergency exit sign.
<b>6. Disabled Toilet</b>	Electric lighting. Electric Hand dryer. Electric wall heater. Electronic Alarm system	Fire Door to entrance.	Via main entrance doors. Via foyer rear door.	Emergency lighting. Emergency exit sign.
<b>7a. Toilets - Foyer Gents</b>	Gas Multipoint Water Heater. Electric wall heater. Electric Hand dryer. Electric lighting.	Fire Door to entrance.	Via main entrance doors. Via foyer rear door.	Emergency lighting. Emergency exit sign. Fire Door.



<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, firefighting and precautionary equipment</b>	<b>Escape routes</b>	<b>Emergency lighting, signs and notices</b>
<b>7b. Toilets - Foyer Ladies</b>	Electric wall heater. Electric Hand dryer. Electric lighting.	Fire Door to entrance.	Via main entrance doors. Via foyer rear door.	Emergency lighting. Emergency exit sign. Fire Door.
<b>7c. Toilets - Stage Ladies &amp; Gents</b>	Electric lighting. Electric water heater(s). Electric wall heater(s).	None	Via Main hall external fire door to car park. Via Committee Room external fire door to car park. Via rear side external fire door to car park.	Emergency lighting. Emergency exit signs.
<b>8. Gallery Storage</b>	Electric sockets and lighting. Stage Props & Wardrobe.	Foam extinguisher (2)	Via stairs to Main hall then : Via external fire door to car park. Via external fire door to rear courtyard. Via main entrance.	Emergency lighting on landing. Emergency exit sign above stairs. Emergency exit signs.

<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, firefighting and precautionary equipment</b>	<b>Escape routes</b>	<b>Emergency lighting, signs and notices</b>
<b>9. Gallery Stage Lighting Room</b>	Electric sockets and lighting. IT equipment Stage Lighting Electrical Distribution board. Audio Amplifier. Stage Lighting Control Board. Dimming Control for "House Lights".	CO2 extinguisher.	Via stairs to Main hall then : Via external fire door to car park. Via external fire door to rear courtyard. Via main entrance.	None
<b>10. Furniture Storage Area</b>	Electric sockets and lighting. Upholstered Seating. Tables. Sports Mats.	Foam extinguisher. CO2 extinguisher.	Via external fire door to rear courtyard.	Emergency lighting. Evacuation Plan. Emergency exit sign(s).

<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, firefighting and precautionary equipment</b>	<b>Escape routes</b>	<b>Emergency lighting, signs and notices</b>
<b>11. Stage (including under Stage area)</b>	Electric sockets and lighting. Electrical Distribution board. Stage Lighting. Stage Curtains. Storage of wooden scenery. Storage of Large Plastic Play Equipment.	Foam extinguisher (2). CO2 extinguisher. Fire Blanket	Via stage left external fire door to car park. Via stage right external fire door to passageway leading to rear courtyard.	Emergency lighting. Evacuation Plan (2). Emergency exit signs (8).
<b>12. Stage Dressing Room</b>	Electric sockets and lighting. Electric wall heater. Storage of Dramatic Society apparatus. Upholstered Seating. Tables.	None	Via Furniture Store then: Via external fire door to rear courtyard.	Emergency lighting. Emergency exit sign.
<b>13. Hirers Storage Rooms (2)</b>	Electric sockets and lighting. Storage of Hirers equipment.	None	Via Furniture Store then: Via external fire door to rear courtyard	None

<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, firefighting and precautionary equipment</b>	<b>Escape routes</b>	<b>Emergency lighting, signs and notices</b>
<b>14. Rear Corridor (next to Committee Room)</b>	Electric sockets and lighting. P.A. Equipment Upholstered Seating. Tables. White Board.	None	Via stage left external fire door to car park. Via Committee Room external fire door to car park.	Emergency lighting. Emergency exit sign(s).
<b>15. Parish Council Storage Room</b>	Electric sockets and lighting. Printer	None	Via stage left external fire door to car park.	None
<b>16. Cleaners Storage Room</b>	Lighting. Cleaning Liquids. Toilet paper. Paper Hand Towels.	None	Via stairs to Main hall then : Via external fire door to car park. Via external fire door to rear courtyard. Via main entrance	None

<b>Location</b>	<b>Sources of ignition, fuel and oxygen</b>	<b>Fire detection, firefighting and precautionary equipment</b>	<b>Escape routes</b>	<b>Emergency lighting, signs and notices</b>
<b>17. Heating Room</b>	Electric sockets and lighting. Gas Warm Air Heater with associated controls.	None	Via Furniture Store then: Via external fire door to rear courtyard. Via stage right external fire door to passageway leading to rear courtyard.	None
<b>18. Main Services - Electrical/Gas &amp; Heating Room</b>	Electrical Input Switchgear. Main Power Distribution Board. Electric sockets and lighting. Electrical meter. Gas Warm Air Heater and associated controls. Gas meter. Main & Small Hall Lighting Dimmer Unit	None	Via Main hall then: Via external fire door to car park. Via external fire door to rear courtyard. Via main entrance.	Emergency lighting.
<b>19. External Storage</b>	Electric sockets and lighting.	Foam extinguisher.	Via rear courtyard.	None

<b><i>Location</i></b>	<b><i>Sources of ignition, fuel and oxygen</i></b>	<b><i>Fire detection, firefighting and precautionary equipment</i></b>	<b><i>Escape routes</i></b>	<b><i>Emergency lighting, signs and notices</i></b>
<b>Areas (Prefab Garages).</b>	Electrical Distribution board. Storage of wooden scenery. Stage Props. Paint. Storage of Maintenance Materials.		Via side of Small Hall to car park.	

# APPENDIX 2

## FIRE EVACUATION PLAN

# FIRE EVACUATION PLAN

Claygate Village Hall

The plan shows the layout of Claygate Village Hall. The ground floor includes a main hall, stage, kitchen, toilets, and a small hall. The first floor includes a main hall, toilets, and a car park. Safety equipment like fire extinguishers and alarm call points are marked throughout the building.

**GROUND FLOOR**

BACKSTAGE, STAGE, MAIN HALL, KITCHEN, TOILETS, SMALL HALL, GARAGE, etc.

**FIRST FLOOR**

MAIN HALL, TOILETS, STAGE, etc.

**Fire Assembly Point**  
The Hare & Hounds car park

**Fire action**

1. Sound the alarm
2. Leave the building by the designated route
3. Report to assembly point

**Do not return to the building for any reason until authorised to do so. Do not use lifts.**

**Fire Exit**

**Fire Alarm Call Point**

**Fire Extinguisher**

**Assembly Point**

Fire Plans by Original CAD Solutions Ltd  
www.originalcad.co.uk





## APPENDIX 4

### Weekly Checks

Fire alarm - test system
Emergency lighting - visual check
Fire doors - visual check
Fire Extinguishers - check safety link
Gas Warm Air Heating Systems - visual check
Lights - visual check
Stage Lighting – visual check
Storage Areas – visual check
Fridges - visual check
Dishwasher - visual check
Cooker - visual check
Portable Appliances – visual check
Gas Multipoint Water heaters - visual check

## APPENDIX 5

### Location of Fire Detectors

Claygate Village Hall has 18 smoke detectors located as follows: -

1. Main entrance and foyer
2. Main Hall
3. Kitchen
4. Small Hall
5. Committee Room
6. Gallery Landing area
7. Gallery Stage Lighting Room
8. Gallery Props Store
9. Gallery Cloaks Store
10. Furniture Storage area
11. Stage Left
12. Stage Right
13. Under Stage
14. Stage Rear Passage
15. Heating Room next to furniture store
16. Main Gas/Electrical Services & Heating room
17. Loft Foyer end
18. Loft Stage end

## APPENDIX 6

### Location of CO Detectors

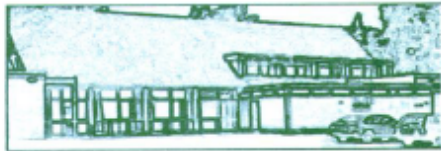
Claygate Village Hall has 5 carbon monoxide (CO) alarm detectors located as follows: -

1. Main Gas/Electrical Services & Heating room
2. Heating Room next to furniture store
3. Kitchen
4. Small Hall (near boiler cupboard)
5. Male Toilets (foyer)

## APPENDIX 7

### In Case of Fire

Note this document reflects Emergency Plan sections 5.7 – 5.10 with the addition of Hall Management names & contact numbers and is provided when hiring the Hall.



Claygate  
Village Hall Association

## In Case of Fire

**If A Fire Is Discovered** - if you discover or suspect a fire, you must raise the alarm by activating the fire alarm system by use of the break glass points and shouting "Fire!"

The Hirer is deemed the "Responsible Person" and is designated the person in charge of the hall for the duration on the hire (note it is advisable to have a list of names of each person attending your event for use when taking a roll call - see below).

**Evacuation of Premises** - in the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs, and who may require varying degrees of assistance. Evacuation should take place in an urgent but orderly fashion, and occupants should report to the assembly point (the Hare & Hounds car park), where a roll call will be carried out to ensure that everyone has evacuated the building safely.

It is Hirers responsibility to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to toilets.

No matter how small the fire

**CALL THE FIRE SERVICE ON 999**

Give this address – Claygate Village Hall, Church Road, Claygate, KT10 0JP  
use a mobile phone or the public phone box by the bus shelter in Church Rd.

Upon arrival of the Fire Service, the responsible person will meet the officer in charge and relay as much information as known about the incident as possible, including:

- Persons missing or trapped in the building, where and when they were last seen;
- Where the fire is, what it involves, and how big it is;
- Where the gas, electricity and water services are located;
- Any special hazards in the building which may affect the safety of personnel;
- The Fire Evacuation Plan is located in Foyer (and around Hall);
- Any other information which may be considered useful.

Remember that once evacuation has taken place the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.

**Fire Fighting** -If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, *but only if it is considered safe to do so and only after the alarm has been raised* Regardless of whether the fire is successfully extinguished, **the Fire Service must still be called.**

All incidents, however small, must be reported to the Hall Management Committee.

Tony Woolhead - Hall Manager	01372 465515
Katie Ernest - Lettings Manager	01372 460173
Sally Williams - Chair of Trustees	
Michael Elliot - Treasurer	07976 692809
Rosemary Treasure – Secretary	01372 462649

V4.10a copied from Appendix 7 of Fire Risk Assessment v 4.10 dated March 2024