

Fire Risk Assessment

Comments

Wren Hall

Address: Wren Hall, School Lane, Wroxall,
Warwickshire CV35 7NF

Date of Risk Assessment: September 2022

Review carried out by: David Green
Richard Slatem

Checklist

Stage 1: Identify the fire hazards

1. Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept at Wren Hall?	Yes	
2. Is the system operating effectively?	Yes	Review for individual events, but acceptable for generic risk
3. Are all combustible materials and flammable liquids and gases stored safely	N/A	Not applicable to Wren Hall under normal operating conditions
4. Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Yes	
5. Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	Yes	Review for individual events, but acceptable for generic risk
6. Is the wiring of the electrical installation inspected periodically by a competent person?	Yes	Certificate review
7. Is the use of extension leads and multi-point adapters kept to a minimum?	Yes	Review for individual events, but acceptable for generic risk
8. Are flexes run in safe places where they will not be damaged?	Yes	
9. Is the upholstery of furniture in good condition?	Yes	
10. Is Wren Hall free of rubbish and combustible waste materials?	Yes	Review for individual events, but acceptable for generic risk

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| 11. Is there a designated smoking area provided with adequate ashtrays? | Yes | Indicate as part of brief |
| 12. Have suitable measures been taken to protect against the risk of arson? | Yes | |
| 13. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another? | Yes | |

Stage 2: Identify the people who could be at risk

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| 14. Are there a sufficient number of exits of suitable width for the people likely to be present? | Yes | See also Note 45 |
| 15. Do the exits lead to a place of safety? | Yes | |
| 16. Are gangways and escape routes free from obstruction? | Yes | |
| 17. Are the escape routes free from tripping and slipping hazards? | Yes | |
| 18. Are steps and stairs in a good state of repair? | Yes | |
| 19. Are the final exits always unlocked when the premises are in use? | Yes | Indicate as part of brief |
| 20. Are the devices securing final exits capable of being opened immediately and easily without the use of a key? | Yes | |
| 21. Are internal fire doors labelled as such and normally kept closed? | Yes | Review regularly for higher-use doors |
| 22. Are the self-closers on fire doors operating correctly? | Yes | |
| 23. Do the doors on escape routes open in the direction of travel? (i.e. towards the escape route) | Yes | |
| 24. Are escape routes clearly signed? | Yes | |
| 25. Are escape routes adequately lit? | Yes | Emergency lighting |
| 26. Have plans been made and rehearsed regarding assisting disabled staff and visitors to evaluate the premises | Yes | See notes |
| 27. Do procedures and practices avoid the use of combustible | Yes | |

materials or processes that use heat?

28. Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	Yes	
29. Are staffs aware how to call the fire brigade, and basic fire prevention?	Yes	
30. Have you asked your insurers for advice regarding the fire protection of your premises?	Yes	
31. Where escape lighting is installed is it in working order and maintained regularly?	Yes	Reviewed for 2022
32. Is there an automatic fire detection and alarm system?	Yes	
33. Is the fire alarm bell in good working order?	Yes	Retain periodical testing record Reviewed for 2022
34. Is the fire alarm bell tested regularly?	Yes	See notes
35. Can the fire alarm be raised without placing anyone in danger?	Yes	
36. Is the fire alarm call point clearly visible and unobstructed?	Yes	
37. Are an adequate number of suitable fire extinguishers provided?	Yes	See notes
38. Are fire extinguishers and fire blankets located suitably and ready for use	Yes	
39. Are the fire extinguishers serviced annually by a competent company or person?	Yes	See notes
40. Is any fixed fire fighting installation or automatic fire detection system in working order?	Yes	
41. Have you told Wren Hall users or their representatives about your findings?	Yes	See notes
42. Any fire action notices displayed prominently throughout Wren Hall?	Yes	
43. Has a procedure been established to review the fire risk	Yes	See notes

assessment periodically?

44. (Update for September 2022) Have you calculated the number of people that can safely occupy the hall? Yes See notes

45. (Update for September 2022) Have you calculated the minimum number of exit doors to obtain a total evacuation within 2.5 min? Yes See notes

Main findings of the risk assessment (if the answer to any question is 'no' then steps should be taken to rectify the deficiency identified as soon as is practicable)

Faults/risks detected and remedial actions:

Q26: The hall is used by a number of different Groups/Hirers. As part of their Terms and Conditions they carry out a risk assessment that should include assisting disabled persons to evacuate the hall.

Q30: To be discussed upon any change of insurance company

Q34: Huw Jones to advise of period (weekly/monthly/before event)

Q37: There may be a requirement for additional extinguishers which varies upon the type of event at Wren Hall. Acceptable for basic use but requires specific assessment by any wider event hirer.

Q39: Some containers require re-labelling following inspection in June 2020. Wren Hall Management Committee to action.

Q41: Individual hirers to be briefed by a member of Wren Hall Management Committee.

Q43: Wren Hall Management Committee to review the generic risk assessment annually. For any external event, the hirer/organiser must in advance prepare a specific risk assessment that addresses any additional fire risks and clearly states the risk mitigation actions.

Q44: The safe occupancy of Wren Hall has been calculated using the

Room 1: 16.4 m by 7.5 m dimensions. 123 m² floor area. Standing capacity (0.5 m² per person)

guidelines based on the Communities & Local Government guidance publication "Small and medium places of assembly" together with the current building regulations. These two documents were issued as guidance for those persons carrying out their Fire Risk Assessment of the village hall as required under the Regulatory Reform (Fire Safety) Order 2005. The summary of calculations is show by Wren Hall rooms (1, 2, 3).

Q45: For Fire Regulations - The Trustees must have a documented hall evacuation risk position such that Wren Hall meets the minimum number of exit doors to obtain a total exit within 2.5 minutes. This requirement is exceeded by design following the hall refurbishments.

is 246 persons. Fixed seating allowing for rows spacing capacity (1.1 m² per person) is 112 persons. On those occasions when Wren Hall is to be used for exhibitions, sale of works, wedding parties etc (1.5 m² per person) capacity is 82.

Room 2: 5.4 m by 8 m dimensions. 43.2 m² floor area. Standing capacity (0.5 m² per person) is 86 persons. Fixed seating allowing for rows spacing capacity (1.1 m² per person) is 39 persons. On those occasions when Wren Hall is to be used for exhibitions, sale of works, wedding parties etc (1.5 m² per person) capacity is 29.

Room 3: 5.35 m by 5.7 m dimensions. 30.5 m² floor area. Standing capacity (0.5 m² per person) is 61 persons. Fixed seating allowing for rows spacing capacity (1.1 m² per person) is 27 persons. On those occasions when Wren Hall is to be used for exhibitions, sale of works, wedding parties etc (1.5 m² per person) capacity is 20.

Non-permanent buildings, Marquees: Two marquees each of 12 m by 6 m. Allowing for guidelines for back-to-back seating and gangway distances, 305 mm between the back of seats, gangways 1.05 m and no more than 7 seats from a gangway. Total capacity for each marquee is 60 persons (or 120 persons for the two marquees).

Summary of as-built design for Wren Hall:

One single outward opening door will exit 50 persons in 2.5 minutes.
One double outward opening door will exit 300 persons in 2.5 minutes.
Wren Hall has one single inward and two double outward doors to the outside.
Internally there is one single inward door and four double outward opening doors.

For the Wren Hall toilets:

Two mens WCs (with capacity for entertainment)	250
Four ladies WCs	60
One disabled WC	TBC

The above figures are doubled if toilet use is not concentrated during intervals.

Date of next risk assessment: September 2023

Signed: 16th September 2022

Name: David Green