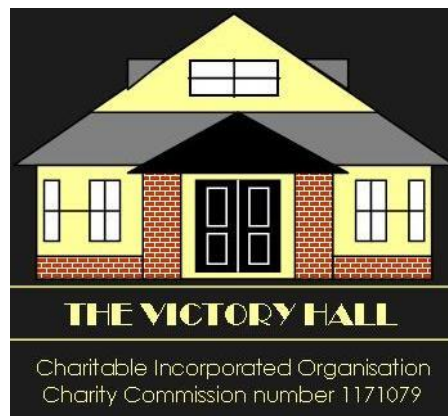


VICTORY HALL DALSTON



FIRE RISK ASSESSMENT

A safety guide for users of the Hall

The Victory Hall, The Green, Dalston, Carlisle CA 5 7QB, Cumbria
Registered Charity No. 1171079

www.victoryhall-dalston.org.uk

Enquiries: info@victoryhall-dalston.org.uk

Description of Premises

Dalston Victory Hall, although originally built in 1922, has had improvements and extensions over the years to increase the facilities of this community building. It complies with all current regulations including building, fire, and disabled access.

It is situated in the centre of Dalston overlooking The Green with parking and village facilities nearby. The building comprises entrance lobby with a cloakroom, small meeting room and disabled toilet, leading to the main hall with emergency exit and stage. At the rear of the hall are two meeting rooms with a fold back partition between them. One of these rooms contains a small kitchen and the other a lobby to an external door.

A new kitchen, toilets and storage facilities were completed in 2019 and are accessed from the main hall, the cloakroom and the rear rooms. The kitchen has direct access to the main hall via two serving hatches which can be closed off from the hall with powered shutters.

There are five emergency exits which lead directly out of the building - from the main hall, both lobbies rear passage and kitchen. They are clearly lit with emergency lighting and comply with disability legislation. The Fire Assembly Point is the grass area in front of the Co-op shop some 50 yards to the north.

Fire Extinguishers or blankets are situated in the front lobby, main hall, rear rooms and new kitchen. They are inspected regularly.

The building is a no smoking area. No fireworks, gas appliances or flammable substances are allowed inside the building. Candles, barbeques and other naked flames are not to be used inside or outside the building.

Fire hazard is considered to be low and thus the risk is low.

Use of the Victory Hall

The Hall is used by a variety of organisations and private individuals for a wide range of activities. The Booking Form forms the basis of the Hire Agreement and draws the attention of the Hirer to the Terms and Conditions of Hire.

This Fire Risk Assessment has been done by the Trustees to cover the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

The Trustees encourage all users of the Hall to carry out their own Fire Risk Assessment to highlight the areas used by their own group of users, also to demonstrate to their group the position of escape routes.

The Hirer is deemed to be the RESPONSIBLE PERSON and is designated as the person in charge of the Hall during the hire period.

The Trustees ask Hirers to make themselves aware of the escape routes and the firefighting equipment. This plan is available on the Website, when booking the Hall, and on the wall by the front door. They should also make themselves aware of the location of the fire assembly point.

A Trustee will only attend the Hall during a booked event when it is agreed necessary.

It is the responsibility of the Hirer to ensure the Hall is securely locked after use, as the building should never be left open and unoccupied. The front and side doors are secured by combination locks. The relevant combination will be given to the hirer at the appropriate time. Various areas within the hall have separate locks, the keys of which are held in a separate key safe in the front lobby.

People at Risk

Those at risk in the event of fire are:

- + **Hall Users:** There could be up to 150 at one time, but generally much smaller numbers than this. Most of our Users are familiar with the Hall. Those who are not will find the simple layout easy to navigate. The main hall is open plan and has three easily identifiable fire exits, two of which are double doors fitted with push bar releases. The two rear rooms have one easily identifiable fire exit fitted with a push bar and easy access to the main hall fire exits.
- + **Caretaker:** The Trustees employ a part-time Caretaker who has access to the building at all times and usually works alone.
- + **Trades People:** The Trustees employ trades people as and when required. Local trades people who are familiar with the building gain access with the lock combination provided by a Trustee. Trades people who are not familiar with the building are accompanied by one or more Trustees.
- + **Disabled Persons:** At a typical function there may be a limited number of disabled persons. It is the responsibility of the Hirer to ensure that disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on the level internally with slight ramps to the exterior, so there are no barriers to wheel-chairs.
- + **Children:** It is the responsibility of the Hirer to ensure that all children are supervised and that they are given adequate assistance in the event of an evacuation.
- + **Members of the Public:** Walk past the front of the Hall on the public pavement.

Possible Causes of Fire

- + **Electrical:** Fault on main supply, socket outlets, wiring.
- + **Heating Boiler:** Gas with electric ignition, pumps, controllers.
- + **Portable Appliances:** Electrical faults.
- + **Kitchen:** Fixed equipment faults.
- + **Cooking:** Accidents.
- + **Waste:** Accidental ignition.
- + **Stage:** Lighting and audio electrical systems.
Stage scenery and props - on stage and stored under.
- + **Deliberate Ignition:**

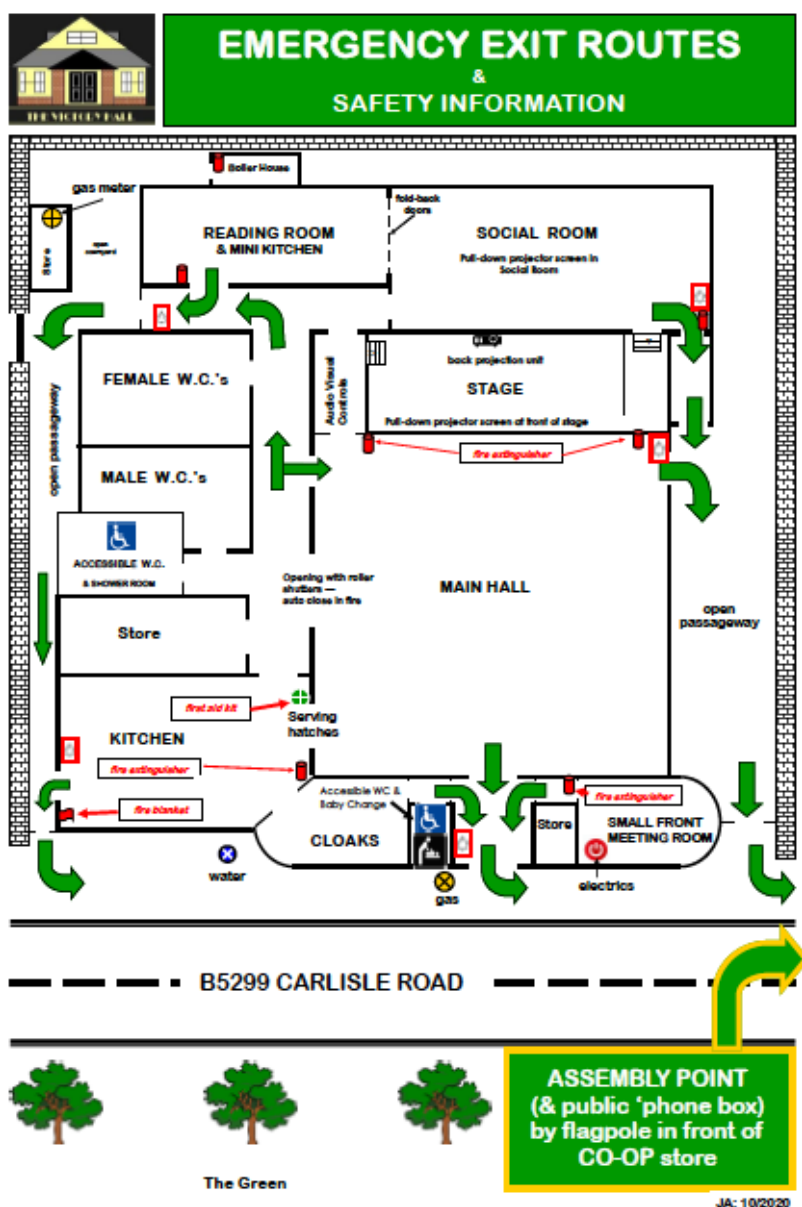
Control Measures

The Control Measures taken by the trustees are to ensure that:

- + **All Fire Doors** are checked weekly for illumination, ease of opening, and that emergency exit routes are kept clear. A test of continued illumination in the event of a power failure is done quarterly. A test of the smoke alarms is done quarterly.
- + **Assembly Point:** Ease of access to and through the escape routes to the Assembly Point are tested annually.
- + **Fire Fighting Equipment:** A sufficient range of equipment is supplied in prominent positions in the building with the relevant instructions immediately adjacent. A qualified person inspects them on a regular basis.

- + **Electrical Equipment:** Both fixed and portable is safety tested regularly.
- + **Heating Boiler:** Inspected regularly with its associated equipment.
- + **Furnishings:** Tables, chairs, curtains etc. where possible are from a non-combustible material and comply with Fire Regulations. The stage curtains are fire proofed to the standard applicable at the time of purchase.
- + **Waste Bins:** Are emptied each time the kitchen is cleaned and the bagged contents placed in the exterior bins.
- + **Exterior Lighting:** At the front porch and on the north elevation is PIR activated to deter potential intruders. They are checked regularly.
- + **User Responsibilities:** All Users are made aware of their responsibilities under the Premises Licence and the Booking Form.
- + **User Fire Risk Assessment:** All regular User Groups are 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 User Group not carrying out its own Fire Risk Assessment.

Diagram Showing Escape Routes.



FIRE

IN THE EVENT OF A FIRE

DIAL 999

- + **The Responsible Person** (see page 2) will instruct all persons to leave the Building using the nearest available Emergency Exit, and to go as soon as possible to the **Assembly Point** - which is the grass area in front of the Co-op.
- + **A Roll Call** should be taken.
- + **No matter how small the fire, call the Fire Brigade.** There is no telephone in the Victory Hall, so if you have access to a mobile phone, **dial 999** and give this address:
THE VICTORY HALL, THE GREEN, DALSTON, CARLISLE CA5 7QB
- + **The Responsible Person** should ensure, that once the Building has been evacuated, no one re-enters the Building to collect personal belongings, etc. under any circumstances.
- + 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.
- + **ATTEMPTS TO PUT OUT THE OUTBREAK OF FIRE USING THE FIRE EXTINGUISHERS SHOULD ONLY BE CARRIED OUT IF IT IS CONSIDERED TO BE SAFE - IF IN ANY DOUBT GET OUT OF THE BUILDING.**
- + If you have access to a mobile phone and after you have carried out all of the above - and circumstances allow it - please call one of the numbers below.
- + Note: All incidents, no matter how small, must be reported to the Secretary.

CONTACTS:	SECRETARY	JANE CLARK	01228 711183
	CHAIRMAN	MICK RYAN	01228 711787
	CARETAKER	DEREK THOMPSON	01228 711662