

# LANGFORD PARISH HALL – FIRE SAFETY RISK ASSESSMENT

## 1. Description of the Hall

The Langford Parish Hall is located at the junction of Duck Street and the Wylle Road in Hanging Langford, SP3 4PA. What3words [///input.totally.thighs](#).

The Hall is a registered charity, run by a voluntary management committee. It is a single storey red brick building with a tile roof. It was built in 1850.

The Hall consists of the following areas:

- Main Hall – including storage area.
- Small stage area.
- Kitchen.
- Separate Toilets - for both women and men.

## 2. Hall Uses

- The Hall is available for hire to a range of users either on a regular or a one-off basis
- It has a maximum capacity at any one time of 80 people standing or 60 people sitting down.
- The Terms and Conditions of Hire form the basis of the Hire arrangements.
- The Hirer is the “**Responsible Person**” during the hire period and is designated as the **Person in Charge** throughout the period of hire.
- The “**Responsible Person**” is advised to make a note of the name of everyone attending their event.
- All Hirers of the Hall are encouraged to carry out their own Fire Risk Assessment.
- All hirers should also make themselves aware of the evacuation procedure, the firefighting equipment held in the Hall, the layout of the Hall, , the exit routes, and the location of the Assembly Area. See more detail at [Annex A](#).
- Hirers who wish to use their own electrical equipment in the Hall must ensure they have an up-to-date PAT test certificate done beforehand.
- The Hall is licensed for the sale of alcohol. Hirers are responsible for meeting the obligations of this licence.

## 3. People at Risk of Fire

- **Staff:** The Hall employs two cleaners who clean the Hall once a month.
- **Trades People/Contractors** - the Hall engages contractors on an occasional basis for various purposes including building maintenance.
- **Contractors** who regularly visit and are therefore familiar with the building will be permitted to complete their work unsupervised.

- **Hall Users**
- **Disabled Persons.** Functions at the Hall may be attended by disabled persons. It is the responsibility of the Hirer to ensure any disabled persons are given adequate assistance in the event of an evacuation. A fold-up wheelchair is available for use if needed. A potential issue that may arise for disabled persons is that emergency exits all have a step or steps down when exiting the building.
- **Children.** It is the responsibility of hirers to ensure that 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 not in the Hall** when walking past may be affected by any fire in the Hall.

#### **4. Fire Equipment and Control Measures in the Hall – see also [Annex B](#)**

Several fire control measures are in place in the Hall, and all Hirers should familiarise themselves with these. They include the following:

- **Fire Alarm.** There is a manually activated Fire Alarm Horn situated on the wall to the left of the main front door. Hirers should familiarise themselves with its operation.
- **Fire Extinguishers** are located at three points in the Hall. All extinguishers are visually inspected monthly and also inspected annually by a specialist company.
- **Fire Blanket** – there is a fire blanket in the kitchen area.
- **Emergency lighting** is installed over all fire exit doors and in the ceiling of the main Hall room.
- **Fire Exit doors** are fitted as follows:
  - A single button-turn fire exit door in the main hall room, which is wide enough to take wheelchairs and acts as the normal Hall entry and exit point.
  - A single push bar release exit door at the back of the stage.
  - A single button-turn exit door in the kitchen area.

#### **5. Possible Causes of Fire**

- Fault in electricity mains power supply or electrical system within the building
- Fault in oil boiler itself or a spillage of oil from the oil tank outside, near the kitchen.
- Faulty electrical items ie cooker, microwave, kettle, fridge freezer, dishwasher.
- Waste (by accidental ignition)
- Cooking accidents ie hot oil in a pan or under a grill, food burning in a pan or in the oven.
- Stage lighting equipment and other Hall lights.

- Solar panels and associated electrical equipment, including a storage battery.
- Candles or other naked flames
- Arson

## **5. Maintenance.**

Safety measures are in place to reduce the fire risk in the Hall. They include:

- The oil boiler & heating system is serviced and inspected annually.
- The plastic bunded oil tank placed within a cement block-built bund is inspected annually.
- The oil supply pipe is fitted with a fire valve
- PAT testing of portable electrical items stored in the Hall is conducted annually.
- Fixed wiring tests are conducted every 5 years.
- Hirers are asked to remove any waste from the Hall when they vacate the building.
- Internal emergency lighting checks are carried out monthly.
- External security lights are checked monthly.
- A mandatory non-smoking policy is in place throughout the building.
- Candles, indoor sparklers, fireworks and any other items that produce naked flames are not to be used or stored in the Hall.

**Responsibility of User Groups** User Groups who use the Hall regularly are expected to carry out their own Fire Risk Assessment and familiarise themselves with the locations of all firefighting equipment.

**Security of the Building** All hirers are reminded to secure the Hall by closing all windows and locking external doors on their departure.

**Fire Emergency Plan and Evacuation Procedure** The procedure for evacuating the Hall in time of fire is shown at [Annex A](#) and is also displayed on the Hall noticeboard. All hirers are expected to familiarise themselves with the evacuation procedure, the location of the Assembly Point and the means of summoning the Emergency Services. Users should appoint Fire Marshalls if their risk assessment identifies this is necessary. [Annex B](#) Shows a plan of the Hall, including the fire exits, location of firefighting equipment and the fire alarm actuating point near the main front door.

## **Annexes**

Annex A – Fire Safety Emergency Plan

Annex B – Hall Layout, location of Fire Alarm, Fire Extinguishers and Fire Exit Doors

## **FIRE SAFETY EMERGENCY PLAN**

The Hirer is the 'Responsible Person who must take control in an emergency.'

In an emergency, everyone should immediately evacuate the Hall building using the nearest available exit and gather at the 'Assembly Point' at the entrance to Lottmead Farm (50 metres up Duck Street on the left)

**CALL THE FIRE BRIGADE - DIAL 999 and give what3words [///input.totally.thighs](#) and this address:**

**Langford Parish Hall  
Junction of Duck Street and Wylve Road  
Hanging Langford  
SP3 4PA**

**The Hirer, or a deputy, then should:**

1. Check all Hall rooms that remain safe to enter to ensure that everyone has left Langford Parish Hall.
2. Use fire extinguishers, if necessary, to clear a safe passage to Fire Exits.
3. Once at the 'Assembly Point', take the names of all present and ask those assembled if they know of anyone who is missing.
4. Check that the area around the Hall remains clear for use by the emergency services.
5. Stop anyone from entering the Hall until a fire officer says it is safe to enter.
6. Contact one or more of the Hall Trustees (see below) to report the incident.

**Jo Broad 07808 093760 Gill Leake 01722 792862 Jeremy Broad 07808 093761**

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### **Post-Evacuation**

1. Report all incidents, regardless of size, to the Parish Hall Trustees.
2. Review Procedures after the incident, including evacuation procedures and make necessary adjustments to improve safety for future events.
3. By following these guidelines, you can help ensure the safety of all attendees during a fire emergency at the Parish Hall. Always prioritize personal safety and the safety of others.

Langford Parish Hall  
**Location of Fire Extinguishers,  
Emergency Lights, Fire Exit Doors**

