

DIAL POST VILLAGE HALL ASSOCIATION



Registered Charity Number: 228655

**Dial Post Village Hall
Worthing Road
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RH13 8NS**

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Fire Safety Risk Assessment

Fire Safety Risk Assessment - Dial Post Village Hall

Headings	Potential Fire Hazard Areas	Comments & Actions
1. Identify Fire Hazards	<p>Electrical Heating & Lighting</p> <p>Timber Framed Building</p> <p>Cooker</p>	<p>The Fire Alarm system, (which comprises of detectors in all areas), is checked weekly and all Emergency Lights are checked monthly.</p> <p>New Build 2009. Electrical Test was carried out Jan 2010.</p> <p>All external wood has been treated with fire retardant chemicals. Fire retardant insulation in all walls.</p> <p>Fire Blanket and First Aid Kit are located adjacent to cooker.</p>
2. Identify People at Risk	<p>Users are easy to evacuate through four wide exit doors to Assemble Point in car park.</p> <p>Disabled people can leave by though the two front doors and via the disabled ramp at the rear.</p> <p>Children are always to be accompanied by adults.</p>	<p>Inside exit routes are clearly identified.</p> <p>Outside-exits are lit with emergency lights.</p> <p>In the event of a power cut, the emergency lights come on for a minimum of 3 hours.</p> <p>Disabled toilet has an emergency pull cord and is also fitted with an emergency light.</p>
3. Evaluate & Deal with Risks	<p>Fire Equipment- There are Fire Extinguishers in the Kitchen, Foyer and Lobby.</p> <p>Fire blanket and first aid Kit in kitchen</p> <p>Smoke/Heat detectors located in all areas</p> <p>All exits are kept clear.</p>	<p>Weekly – fire equipment visually inspected and tested</p> <p>Monthly, emergency lights and exit doors inspected and tested.</p>
4. Record. Plan, Inform, etc	<p>Plan of equipment included on Village Hall booking form and on display on the Foyer wall.</p> <p>Users informed of exits and fire procedures at the beginning of events.</p>	
5. Review	Annually-before AGM	