

**Goodrich Village Hall
Fire Safety Assessment
Regulatory Reform (Fire Safety Order) 2005**

Building

Goodrich Village Hall (GVH) was originally built to meet the needs of the people of the parishes of Goodrich and Marstow. It is currently used for a wide variety of groups and organisations from Goodrich and Marstow as well as the wider area, including events organised by the trustees of the hall. GVH is also used for meetings of the parish councils and as a polling station. The hall is also hired for private events, such as weddings and parties, and commercial events. It is very occasionally hired for overnight accommodation

GVH is managed by trustees drawn from the residents of Goodrich and Marstow.

The original part of the hall was built in 1888. A large extension was built in 1976 and this accommodates the main (Godric) hall. Looked at from the highway, the original part of the hall is at the front and the extension runs the full width at the rear of the building. Car parking is at the front and side of the building.

The original part of GVH is constructed of brick and stone under a tiled pitched roof. As is common with buildings of this age considerable quantities of timber have been used in fitting out the interior, particularly for floors, ceilings and roofing.

The extension at the rear of the building is constructed of brick and has a flat felted roof. The roof also houses an array of photovoltaic solar panels.

The usable part of the hall is all at ground floor level. The main entrance door is located in the centre and the front of the building and gives access to a central corridor that leads to all rooms/areas of the hall. Additional fire exits are located in Godric Hall (two) and the Committee Room. An additional door exits from the kitchen. All parts of the hall have flat, direct and close (within 15 yards) access to the outside and at least two means of exiting (except for toilets and shower room).

GVH was originally constructed with two rooms at first floor level, one above the Tudor Room and other above the Committee Room. These rooms are not used and can only be accessed by use of a ladder via a ceiling hatch. These rooms are completely empty. Some cables are routed through the rooms.

The Tudor Room, the Committee Room and the two rooms above them contain fireplaces. It is believed that the associated chimneys are not sealed and thus can be a source of a draught in the event of a fire (draught exclusion comfort measures have been taken in the Tudor Room and the Committee Room).

GVH has a modern electrical system and cabling, including photovoltaic solar panels.

Heating and hot water is supplied from air-sourced heat pumps, which are located outside the building. The low temperature water is pumped to heaters located in all main rooms. The heaters contain electronic control systems to regulate the temperature and control the air circulation fans, all contained with a metal casing.

The only other heating sources, are wall mounted electric convector heaters, located within the toilets and a wall mounted fan heater in the kitchen (high level).

Storage cupboards are provided for use by some of the regular users of the hall in order to keep all areas free of clutter.

Exterior bins are provided for rubbish.

Fire Arrangements

A fire alarm and emergency lighting system is installed. Break glass call points are also fitted in all rooms/area of the hall and feed back to a main alarm panel located in the electrical locker in the Godric Hall. Smoke detectors are fitted in the Tudor Room, Committee Room and storage area above main door to Godric Hall; also heat alarms are located in Godric (main) Hall and the short passage way between the kitchen and the central corridor and they all feed back to the main alarm panel.

Audible alarms can be heard in all areas and are of sufficient volume to be heard over background noise and loud music.

Emergency lighting is provided in all rooms/areas to illuminate a safe route for evacuation of the building during hours of darkness.

Fire extinguishers and fire blankets are located within the GVH. These are located as follows:-

- Godric Hall (next to electrical locker) – CO2
- Godric Hall – Foam
- Kitchen – Foam, CO2 and fire blanket
- Front door - Foam

The extinguishers are of sufficient number and are of the correct types for the fire risk (eg carbon dioxide for electrical fires). Notices are provided at each fire extinguisher location indicating its type and use.

Signs and notices that conform to the standards laid down are located in all areas and provide information on the action to take in the event of fire and the location of the assembly area.

Illuminated pictogram signs are provided to direct people to emergency exits.

There is a green open space located across the road from the main entrance to GVH. This provides a convenient and safe assembly area in the event of the need to evacuate the hall – it is a safe distance from the building in the event of fire.

Arrangements for vulnerable groups

GVH is not currently used by groups and organisations specific to vulnerable people. As all parts of the hall have flat, direct and close access to the outside and at least two means of exiting, the needs of the present level of use by vulnerable or disabled people are met. The current child protection policy ensures that children and young people are accompanied by an appropriate adult. The terms and conditions of booking, places the responsibility for fire arrangements on the hirer.

Accommodation Use

GVH is very infrequently used for overnight accommodation by groups. As GVH is fitted with smoke/heat detectors and has easy access to fire exits this use is regarded as acceptable. In addition to the legal ban on smoking in public places, the terms and conditions for hire for accommodation use extend the ban to all uses of the hall.

Checks and Inspections – electrical installation

The general electrical installation of the hall together with fixed and free-standing equipment is inspected and tested by a competent person at least every five years.

Checks and Inspections – heating

The heating system is inspected and tested at specified periods by a competent person.

Checks and inspections – fire alarm system and emergency lighting

The fire alarm and emergency lighting system is tested in accordance with the manufacturers' specification and at least annually (six monthly for detection equipment and emergency lighting) by a competent person.

Checks and Inspections – fire extinguishers and fire blankets

They are inspected in accordance with the manufacturers' specification.

Checks and Inspections - building exterior

The exterior bins are regularly emptied to prevent a build-up of combustible material on the site.

Risk Assessments

For the purposes of this assessment GVH has been divided into four areas, the Godric (main) Hall, Tudor Room, Committee Room and other areas including the kitchen, toilets, central corridor and shower room. Individual assessments for these areas are attached and form part of this document.

Plans

Plans of the building form part of this document and illustrate the fire arrangements.

Regular checks

In addition to the checks and inspections set out above the following will also be conducted:-

At least weekly and before any event organised by the trustees – a check of the fire alarm control panel to confirm that it is active. Conduct visual check to ensure that all equipment and fire exits are in apparent working order and fire exits clear.

Weekly – test activation of the alarm system (different alarm point each week).

Records

Risk assessments and supporting documents and plans, together with maintenance and check records, along with the fire marshal register will be kept in a wall mounted fire document box located in the short corridor next to the kitchen.

Conclusion

The arrangements set out in this assessment are regarded by the trustees as sufficient to meet the low level of risk present in GVH. Particularly taking into account that parts of the hall have flat, direct and close access to the outside and at least two means of exiting (except toilets and shower).