

Weston on the Green Memorial Village Hall

Fire Risk Assessment

A safety guide for users of the hall

Assessment by the Trustees, November 2023, updated June 2026

Description of Premises

Weston on the Green Memorial Village Hall is a 1970 brick-built, community building situated at the heart of the village on Mill Lane, next to the Church.

The building comprises of an entrance foyer, with separate men's and women's toilets leading off the foyer, the main Hall and a separate kitchen

Internal doors are fire-resistant. Exit doors open outwards and two of the fire doors can be push-bar operated for visitors, including wheelchair users. Curtains are made of fire-resistant material. Cooking and water-heating is by electricity.

The hall can be partitioned off to provide:

- (1) a small storage room for tables, chairs, etc
- (2) a main hall (holding about 140 people standing or about 90 sitting at tables).

The Hall is available to hire for both private and public events.

The car park to the east side of the building, has space for approximately 12 cars (including 1 disabled space).

Four emergency exits lead directly out of the building - from the main hall and kitchen. They are clearly lit with **emergency lighting**. The far side of the car park is the designated ASSEMBLY POINT.

The Hall is a **NO SMOKING** area.

No **FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES** or **INGNITED CANDLES** are permitted inside the building. **Smoke detectors** in various places trigger an alarm in the event of fire.

Fire extinguishers are situated in the kitchen, main hall, and foyer. They are routinely inspected. The certificate is held at the registered address. Last inspection by Chubb was Spring 2026.

Fire Hazard is low, and therefore RISK IS LOW.

Principal Uses of the Village Hall

The hall is hired by a range of organisations, and private individuals for a wide variety of activities, some of which are licensable. A written agreement between the Village Hall and the Hirer forms the basis of the hiring arrangement. The

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Booking Form and Rules of Hire draw the hirer's attention to the health and safety and licensing obligations that the Booking places upon them.

The Hall does not hold a license for the sale of alcohol. Private Hirers are responsible for meeting the obligations of purchasing a TENS license from Cherwell District Council, and must show this license to the Hall Secretary .

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

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD. It is advisable to take note of the names of everyone attending your event (see Roll Call on page 5).

The Trustees encourage Hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment, and the escape routes. They should also identify the assembly point.

It is the responsibility of hirers to ensure the hall is securely locked after use, as the building should never be left open and unoccupied.

People at Risk

Those at risk in the event of fire are:

- **Committee Members:** A Village Hall Committee member also acts as the cleaner, who has a key to the building and is generally on her own when working.
- **Trades People:** The Trustees employ local trades people on both an ad-hoc and scheduled basis for the purposes of safety checks and building maintenance. Local trades people who are familiar with the building may gain access to the hall by borrowing a key from the Bookings Secretary or using the key safe, while others are always let in by a Committee Member.
- **Hall Users (up to 140 inside at any time):** These will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has easily identifiable fire exits on 3 sides. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There are two fire doors in the main hall that exit directly outside and are fitted with a push-bar release.
- **Disabled Persons:** At a typical function there may be a limited number of disabled persons. It is the responsibility of hall hirers to ensure disabled

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persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on a level with the areas or ramps outside, which are either tarred or paved, so there are no barriers to wheelchairs.

- **Children:** It is the responsibility of hirers to ensure 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 (who are not using the hall):** Members of the public may walk past the hall on their way to the Church, shop or other areas of the village.

Possible Causes of Fire

- a) Main power supply fault
- b) Portable electrical appliances fault
- c) Kitchen equipment faults (other than portable electrical appliances)
- d) Cooking accidents
- e) Waste (accidental ignition)
- f) Spot lighting system fault (including dimmer system)
- g) Soft furnishings – accidental ignition
- h) Deliberate ignition

Control Measures

The primary and general control measures taken by the Trustees are to ensure that:

- **Sufficient and correct fire-fighting equipment is available** and that a qualified practitioner inspects it at least once per year. A Certificate of Maintenance will be obtained for each inspection. **The equipment currently consists of the following: 2 extinguishers and a Fire Blanket**
- **The advice of the inspection practitioner** to increase, change or move location of the fire-fighting equipment is followed.
- **All Fire Exit doors are checked for illumination**, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. **A test of continued illumination in event of a power failure will be done quarterly..**
- **The Trustees test** the ease of access to and through the escape routes and to the assembly points at least once per year.
- **Any furnishings** belonging to the Village Hall that are less than one metre from the floor are made of a non-combustible material, or a material that has been Fireproofed to the standard applicable at the time of purchase.

- **Security lighting** (sensor operated) is provided and maintained on all exterior walls as well in order to discourage potential intruders.
- **A record of key holders** is kept. Also a record, by date and session, of those hirers (ie: tutors of regular classes) that have been given temporary access to a key.
- **The waste bins are checked** each time the Hall is cleaned for any fire hazards (eg: loose, inflammable materials such as paper). Where any loose material is found it will be placed inside the exterior waste bins or removed from site.
- **All Village Hall Users will be made aware** of their responsibilities under the Premises License via the Booking Form.
- **All Regular User Groups will be 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 group not carrying out its own Fire Risk Assessment.

Note that the ASSEMBLY POINT is the far side of the car park or the layby outside the shop or the Churchyard

FIRE!

In the event of a Fire

DIAL GGG

1). The *Responsible Person* (see page 2) will instruct all persons to leave the building using the nearest available Emergency Exits, and to gather together as soon as possible at the ASSEMBLY POINT – the far side of the car park or the layby outside the shop or the Churchyard

2) A Roll Call should be taken.

3) NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE. There is no public telephone in Weston on the Green. If you have a mobile phone, **Dial GGG** and give this address:

Weston on the Green Memorial Village Hall, Mill Lane, Weston on the Green, Bicester, Oxfordshire, OX25 3QR.

- 1) The ***Responsible Person*** should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- 2) 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 him/her/they of anyone who is missing from their last known position.
- 3) Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If in any doubt, get out of the building.
- 4) If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 01869 350992 (Chairman) or 01869 350992 (Bookings Secretary).

NOTE: All incidents no matter how small have to be reported to the Village Hall team

