



**Kingsclere Village Club**  
**Charity Registration Number 1189234**

**KINGSCLERE VILLAGE CLUB**

**FIRE RISK ASSESSMENT**

<b>1 PREMISES</b>	
<b>Premises Name:</b> Kingsclere Village Club	<b>Use:</b> Village Hall
<b>Address:</b>	
35-37 George Street, Kingsclere, Newbury, Berkshire RG20 5NJ	<b>Owner/Employer/Person(s) in control of the workplace:</b> Village Club Trustees
<b>Tel:</b> There is no phone in the premises	
<b>Date of Risk Assessment:</b> October 2016	<b>Date of Review:</b> 21 January 2025
<b>Name &amp; relevant details of the person who carried out the Fire Risk Assessment</b>	Louise Porton: Trustee of Kingsclere Village Club, Fire Safety Trained – 15 April 2015 Fiona Sawyer: Trustee of Kingsclere Village Club, Fire Safety Trained – 15 April 2015
<b>Name &amp; details of person reviewing the Fire Risk Assessment</b>	Sandra Parkes: Trustee of Kingsclere Village Club Yvonne de Savigny: Trustee of Kingsclere Village Club
<b>2 GENERAL STATEMENT OF POLICY</b>	
<p>It is the policy of Kingsclere Village Club to protect all persons, including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from using the premises.</p> <p>The Trustees will provide and maintain safe working conditions, equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose.</p> <p>The Trustees will give a high level of commitment to Health &amp; Safety and will comply with all statutory requirements.</p>	
<b>3 MANAGEMENT SYSTEMS</b>	
The Fire Safety Management Plan is contained within the Health & Safety File and is kept in the filing cabinet, Ground-Floor Store Room.	



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It confirms that a fire-risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire-risk assessment will follow the five-step narrative method:

- Identify hazards
- Identify people at risk
- Evaluate, remove, reduce and protect from risk
- Record, plan, inform, instruct and train
- Review

Any significant findings will be recorded and any deficiencies identified by the fire-risk assessment process and will be prioritised and rectified accordingly.

Although having overall responsibility for fire-safety matters, the Trustees have made Yvonne de Savigny and Sandra Parkes responsible for fire-safety matters which include the fire-risk assessment and all matters appertaining to it.

These persons will be responsible for:

- Deciding the fire-safety protective and preventative measures
- Informing other responsible persons what they are
- Ensuring they are implemented and communicated to other employees and hirers
- Ensuring co-ordination between other responsible persons

Fire safety will be an agenda item for the regular Trustee meetings.

The other responsible persons are shown in the Fire-Safety Log Book. They will be responsible for the fire-safety measures as shown.

Yvonne de Savigny and Sandra Parkes will be responsible for monitoring the effectiveness of the fire-risk assessment process and its implementation.

#### **4 GENERAL DESCRIPTION OF PREMISES**

##### **Description**

The village club is a Grade II listed building constructed in brick during the late 18<sup>th</sup> century, with a slate roof. The main hall extension was rebuilt in 2010 and is constructed with brick and breezeblock, clad with wood, steel supports and a slate roof.

The premises are considered to be of low risk (in the event of a fire there is little chance of anyone being placed at risk due to the fire safety measures in place).

The building has two internal stairways and multiple fire exits. A fire door (porch) has been added (built) on the first-floor landing.



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The Community Library is accessed by a separate entrance and may have up to 20 people on site, two volunteers are present during opening hours. The Community Library has its own Fire Risk Assessment and Policy.

The maximum number of people in the building is made up as follows:

- 90 in the main hall
- 20 in the Holding room
- 6 in the Committee room.
  
- There is also a dark room which may be used by up to two people
- A therapy room which may be used by up to six people
- The Parish Office which may be used by up to six people
- The Church Office which may be used by up to six people

Occupancy		Size	
<b>Times the premises are in use</b>	7 am to 12 midnight, seven days a week	<b>Building footprint (metres x metres)</b>	260 m <sup>2</sup>
<b>Total number of persons employed within the premises at any one time</b>	4	<b>Number of floors</b>	2
<b>Total number of persons who may resort to the premises at any one time</b>	136 (+22)	<b>Number of stairs</b>	2

## 5 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

### Fire Warning System (ie automatic fire detection, break-glass system to BS5839, other)

Automatic Fire Detection System  
Fire Alarm Break Glass

### Emergency Lighting (ie maintained, non-maintained, 1hr/3hr duration to BS5266)

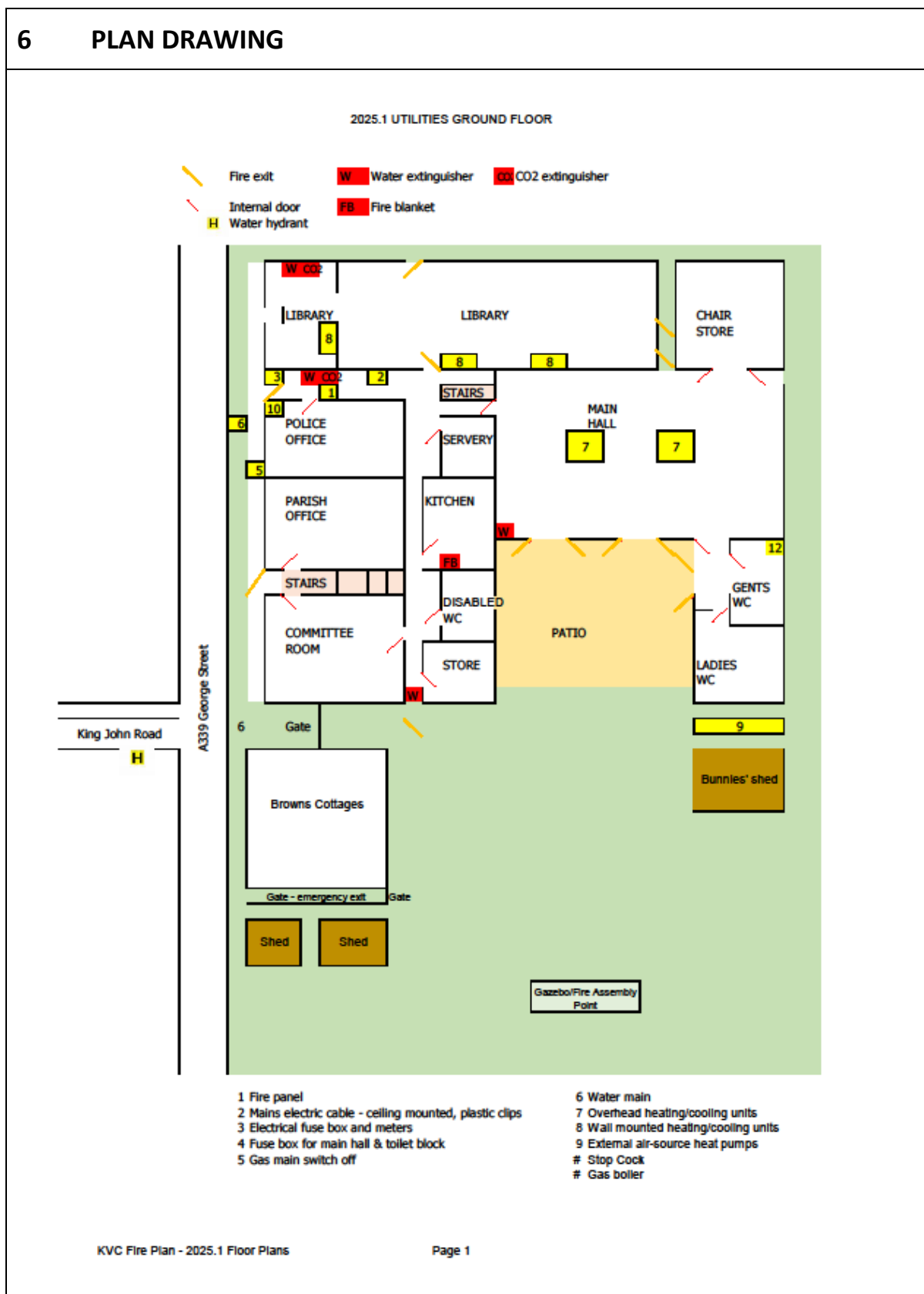
Emergency escape lighting with 3-hour battery life

### Other (ie sprinkler system to LPC rules BS5306)

Fire extinguishers located throughout the building  
Fire blanket located in the kitchen



## 6 PLAN DRAWING

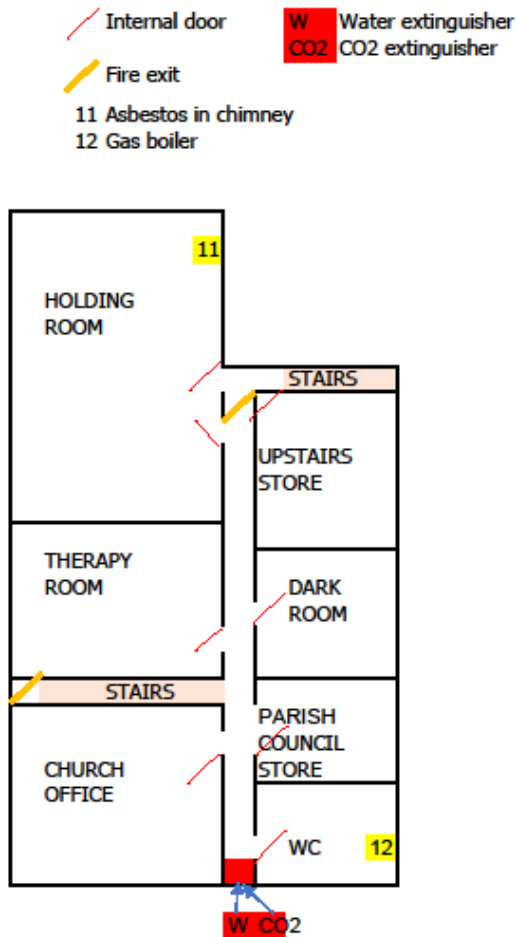




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### 2025.1 UTILITIES FIRST FLOOR





## **7 IDENTIFY FIRE HAZARDS**

### **Sources of Ignition:**

The ignition sources are those commensurate with a village hall. There are no significant ignition sources within the premises. Smoking is not permitted in any part of the building. Candles are not permitted.

#### Sources identified:

- Electrical equipment including kettles, urn, fridge, vacuum cleaners (2), gas boiler (2), fan heater, ceiling-mounted heater/air conditioning units (2); wall-mounted heater/air conditioning units (3)
- Our tenants/occupiers have various electrical equipment including a photocopier, computer and printer

### **Sources of fuel:**

Stored paint, costumes, paper, household cleaning materials, display boards, exercise mats, yoga blocks, curtains, chairs (foam seats), black bin liners, plastic and fabric toys.

The Parish Council archive store contains paper archives stored in cardboard boxes – the store is locked except when being accessed.

The Heritage Association stores paper archives within locked cupboards.

The main source of oxygen is the natural airflow through doors and windows.

### **Work Processes:**

There are no processes that pose a significant fire hazard. Electrical equipment is PAT tested whenever necessary – at least annually. Full electrical testing is carried out every five years.

### **Structural features that could promote spread of fire:**

The building is old and listed with two staircases. All services and compartments are adequately fire stopped. There are no false ceilings. There is a serving hatch in the ground-floor servery which needs to be closed when not in use.

## **8 IDENTIFY PEOPLE AT RISK**

**Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk and what controls are or need to be in place:**

- Lone workers in the Parish/Church/Police Offices
- Cleaner – lone worker
- Visitors to the building:



- Hirers – particularly ad-hoc hirers
- Parents with children
- People with disabilities (mobility, hearing or vision impaired)
- The elderly
- Contractors
- Trustees

## **9 EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK**

It is considered that the risk of fire is relatively low. The main source of ignition comprises gas boilers and electrical equipment.

Combustible materials are kept away from these sources and all equipment is regularly serviced and maintained in a good state of repair.

Elsewhere, electrical sockets and lighting are well maintained. Main hall, kitchen, toilets, Parish Council office, police office, library and Committee Room are all on the ground floor and open to various escape routes available.

The Holding Room, dark room and therapy room are located on the first floor – there are two separate staircases to the exit routes.

The identified potential hazards are an essential part of the facilities available to users. Removal would not be in the best interest of the Village Club or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and service.

Flammable materials are stored to avoid accidental ignition and are kept tidy and confined to a specific area where possible.

The Village Club is a non-smoking building.

The fire risk to people has been reduced to as low as is reasonably practical by ensuring adequate fire precautions are in place, to warn people in the event of fire to allow them time to escape safely. Precautions are reflected in the Hiring Agreements and Occupational Licences and communicated to all users in the Event Guidance.

## **10 MEANS OF ESCAPE – HORIZONTAL EVACUATION**

### **Commentary:**

**MAIN HALL** – there are two double-door fire exits in the Main Hall leading east onto the patio and one single door fire exit leading west to the library path in addition to the entrance door. There is a double-door fire exit from the toilet block leading south onto the patio.

**ORIGINAL MAIN BUILDING** – there are two fire-exit doors in the main building in addition to the main entrance.



## 11 MEANS OF ESCAPE – VERTICAL EVACUATION

### Commentary:

There are two stairwells:

The west (main) staircase, in No 35, is wider. It is switchback, multi-flight staircase.

The east (second) stairwell is narrower but straight and leads straight to the fire-exit door at No 37.

2025.1 Fire Plan FF exits

### FIRE PLAN

#### KINGSLERE VILLAGE CLUB

##### ON HEARING THE FIRE ALARM

Remain as calm as possible

Evacuate the building by the nearest safe exit, closing doors and windows after the last person has left

NB - Less abled people may need help

Assemble on the grass in front of the fire station. Take care when crossing road






Dial 999 and follow instructions

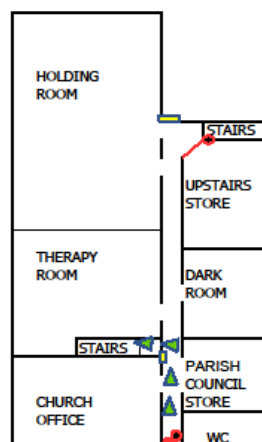
Undertake a roll call

Do not re-enter the building until the Fire Service has given the all clear

Ensure a Village Club Trustee is notified as soon as possible

##### Emergency Exits and Equipment

- |                                                                                                                  |                                                                                                        |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|  ESCAPE ROUTE TO GROUND FLOOR |  WATER EXTINGUISHER |
|  FIRE DOOR                    |  CO2 EXTINGUISHER   |
|  BREAK GLASS POINT            |                                                                                                        |



KVC Fire Plan - 2025.1 Floor Plans



<b>12 FIRE SAFETY SIGNS AND NOTICES</b>		
<b>Commentary:</b>  There are adequate fire-safety signs and notices in the premises. All exit routes and fire-safety equipment are adequately signposted.		
<b>13 FIRE WARNING SYSTEM</b>		
<b>Commentary:</b>  There is an automatic fire-warning system with adequate number smoke-detection devices. There are also manual break-glass points. It will warn all persons resorting to the building when activated.		
<b>14 EMERGENCY LIGHTING SYSTEM</b>		
<b>Commentary:</b>  There is an adequate emergency-lighting system within the building with a three-hour battery life.		
<b>15 FIRE-FIGHTING EQUIPMENT</b>		
<b>Commentary:</b>  There is sufficient number of the correct type of fire extinguishers located throughout the premises. They are adequate for the risks within the premises and have been serviced within the last 12 months. There is a fire blanket in the kitchen.		
<b>16 MANAGEMENT – MAINTENANCE</b>		
<i>Is there a maintenance programme for the fire safety provisions in the premises</i>	yes	
<b>Commentary:</b> Records maintained within the fire-safety log book		
<i>Are regular checks of fire resisting doors, walls and partitions carried out</i>	yes	
<b>Commentary:</b> Carried out by responsible persons and recorded		
<i>Are regular checks of escape routes and exit doors carried out</i>	yes	
<b>Commentary:</b> Carried out by responsible persons and recorded		
<i>Are regular checks of fire-safety signs carried out</i>	yes	
<b>Commentary:</b> Carried out by responsible persons and recorded		
<i>Is there a maintenance regime for the fire-warning system</i>	yes	
<b>Commentary:</b> Regular checks carried out by a Trustee and recorded	fortnightly	



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Annual check carried out by Contractors and recorded		annually	
<b>Is there a maintenance regime for the emergency-lighting system</b>		yes	
<b>Commentary:</b>	Regular checks carried out by the responsible persons and recorded	Weekly/ Monthly	
	Annual check carried out by Contractors and recorded	Annually	
<b>Is there maintenance of the fire-fighting equipment by competent persons</b>		yes	
<b>Commentary:</b>	Regular checks carried out by the responsible persons and recorded.	Weekly/ Monthly	
	Annual checks carried out by contractors and recorded	Annually	
<b>Are records kept and their location identified</b>		yes	
<b>Commentary:</b>	The fire log is kept in the main reception area below the fire panel. All other historic records for aspects relating to maintenance issues are kept in the filing cabinet located in the ground-floor store room		
<b>17 METHOD FOR CALLING THE FIRE SERVICE</b>			
<b>Specify:</b>			
The alarm systems will NOT automatically call the Fire Brigade. The user of the premises is responsible for calling 999.			
<b>18 EMERGENCY ACTION PLAN (EAP)</b>			
<b>Commentary:</b>			
There is a sufficient Emergency Action Plan attached to this record and located in the Entrance Hall, Main Hall, Holding Room, Committee Room, Parish Office, Therapy Room and Dark Room.			
<b>19 TRAINING</b>			
<b>Commentary:</b>			
Training is provided by the Responsible Persons. Regular hirers are reminded annually of what to do in the event of a fire at the time of Occupational Licence renewal.			
<b>20 FIRE SAFETY DEFICIENCIES TO BE RECTIFIED</b>			
<b>Deficiency/rectification</b>	<b>Priority</b>	<b>Date to be rectified</b>	<b>Date rectified</b>
None			
<b>20 SIGNIFICANT FINDINGS</b>			
<b>Significant finding</b>	<b>Control measure/action</b>		
Lack of recorded fire drills	Responsible Persons to arrange for fire drills to be carried out every six months and for each regular hirer asap.		



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<b>21</b>	<b>ADDITIONAL HAZARDS</b>
<b>Specify:</b>  There are no significant additional fire hazards on the premises.  The chimney in the Holding Room has an asbestos lining – recorded here for Health & Safety.	