

WEST HILL VILLAGE HALL FIRE RISK ASSESSMENT TABLE

Appendix II

Last Updated November 24

| LOCATION | SOURCES OF IGNITION, FUEL | FIRE FIGHTING AND EQUIPMENT | ESCAPE ROUTES/LOCATION | EMERGENCY LIGHTING, SIGNS AND NOTICES |
|----------------------------------|--|-----------------------------------|--|---|
| 1. Main Entrance | Electric Lights / electric sockets | Extinguisher | Via main door or fire escape | Location of fire doors / emergency exit sign over front / main entrance |
| 2. Main Oak Hall | Electric sockets and lighting / audio visual equipment | Extinguisher Smoke Alarm | Via fire doors / main entrance | Location of fire doors / emergency exit signs lit |
| 3. Kitchen | Power supply / electric sockets and lighting / dishwasher / kettle / microwave / fridge / bottle cooler / deep freeze / hot cupboard / extractor system / extractor fan / gas cooker | Fire extinguisher Fire blanket | Via front entrance / through main Oak hall | |
| 4. Toilets | Electric lighting / electric hand dryers | None | Via main door or fire escape | Sign above exit from toilet area |
| 5. Acorn Room | Electric sockets and lighting / air conditioning unit | Extinguisher | Via emergency exit | Location of fire doors and extinguishers / emergency exit sign lit |
| 6. Upstairs Stairwell and office | Electric sockets and lighting/plastic chairs | Extinguisher in stairwell | Via stairwell and through Beech Room | Emergency exit signs lit |

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| | stored outside office and on landing | | | |
| 7. Back Stairwell | Electric sockets and lighting | Fire Extinguishers | Via adjacent emergency exit door | Fire door and emergency sign |
| 8. School Kitchen | Fridge / deep freeze / electric ovens / potato peeler / dishwasher / electric sockets / lighting | Extinguisher and fire blankets / 2 smoke alarms | Via adjacent fire door outside the kitchen | Adjacent fire door / emergency exit signed and lit |
| 9. Upstairs Kitchen | Electric sockets / electric cooker and hob / 2 extractor fans / water heater / kettle / tea urn / lighting | Smoke Alarm | Via Beech or main stairs | |
| 10. Beech Room | Electric sockets / lighting / 2 ceiling fans / 2 air conditioning units | Fire extinguisher | Via emergency exits at each end of room | Emergency exit signs lit |
| 11. Maple Room | Electric sockets / lighting | Fire extinguisher | Via staircase or through Beech Room | Emergency exit signs lit |
| 12. Electrics Cupboard | Village Hall main electricity supply | Smoke alarm | N/A | N/A |
| 13. Main Store Room | Electrical sockets / PA System / Floor Cleaner | | Via Oak Hall or school exits | |
| 14. 2 nd Store Room (at top of the fire escape) | 2 large immersion heaters/ kitchen cooker extraction system / lighting | | Via staircase immediately outside the store room | Exit signs outside store room |
| 15. Access to gas shut off point | | | In the outside store room to the right of the bike shed. Key in key safe by front door (Chubb mortise key). Please Contact Hall Manager/Finance and Admin Officer for current code | Yale type front door key Conventional mortise type for the electrical |

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| | | | (contact details for both on notice board) | |
| 16. Access to electricity cut off point | | | In cupboard in main downstairs foyer to right of stairs. Key in key safe by front door (Conventional mortise type key). Please Contact Hall Manager/Finance and Admin Officer for current code (contact details for both on notice board) | |