

WEST HILL VILLAGE HALL FIRE RISK ASSESSMENT TABLE

Appendix II

Last Updated November 25

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	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 Smoke Alarm	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

	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	Chubb Type Mortice Lock

			(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)	