



# WHIPTON COMMUNITY ASSOCIATION

## Fire Safety Risk Assessment – ANNUAL REVIEW

Name of premises:	Whipton Community Hall Pinhoe Road Exeter, EX4 8AD
Designated Responsible Person:	Wendy Bodell (WCA Chair)
Person completing the Assessment/	Sarah Fayter (WCA Secretary)
Date of Assessment	

### **FIRE SAFETY POLICY:**

Our policy is to protect all persons, including volunteers, customers, contractors and members of the public from potential injury and damage which might arise from a fire at our premises.

We will provide safe and healthy working conditions, equipment and systems of work for all volunteers. We will provide all information, training and supervision required for this purpose.

**Description of the premises:**

Building construction	Originally a church built in 1893, so the construction is typical with solid stone walls and slate covered substantial timber roof exposed below. Some rooms are present at the far end of the building (now used as kitchen, toilets and store room) some of which may have been added subsequent to the original construction.
Approximate area	200 m <sup>2</sup>
Number of floors	One
Below Ground	Under floor storage under the storage room, accessed from outside only
Considered level of risk	LOW

**Plans of the building and its grounds are attached, showing escape routes, fire extinguishers points and the position of a fire alarm.**

**Volunteers and visitors:**

Use of the Hall and if any of the users have mobility issues	<p>WCA is run by volunteers, and has access for people with disabilities, there are no residents or staff occupying the hall</p> <p>The hall is often unoccupied but may be used at any time of the week usually between 8am and 10pm, depending on the particular event being held</p> <p>It is not possible to state the maximum number of people who would be in attendance on any particular occasion, the hall's maximum capacity is 150, this capacity is seldom met and the norm would be from 10 – 60 people. Events held by the Community Association are normally set at a capacity of 120 but rarely met.</p>
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**The following Assessment has been compiled in accordance with: The Regulatory Reform (Fire Safety) Order 2005, which reformed fire safety laws and covers general fire precautions and other fire safety duties in non-domestic property; and**

**1. The UK government's '5 Key Steps' checklist to completing a Fire Safety Risk Assessment**

**1: Fire hazards and Control methods**

Source of ignition	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as completed
Cooking facilities	Kitchen	The electric cooker no flame for ignition of materials  Very limited use of oil-based cooking products and the cooker is always supervised. Nevertheless, an approved Fire Blanket is kept within easy reach should it be required	Yes				
Heaters	Main Hall	Three Daiken FTXMR perfera wall mounted heater and air conditioning unit. Electrically operated hard wired to the mains circuit.	Yes				
	Kitchen	One Daiken FTXMR perfera wall mounted heater and air conditioning unit. Electrically operated hard wired to the mains circuit.					
	Storeroom	One Daiken FTXMR perfera wall mounted heater and air conditioning unit. Electrically operated hard wired to the mains circuit.					

Fixed electrical equipment	All rooms	Fixed electrical installations are inspected every 5 years by a qualified electrician who undertakes all electrical work, other than some changing of bulbs.	Yes	Electrical safety inspection carried out 17 <sup>th</sup> March 2022 by Finch Electrics who maintain the electrics of the building.			
		Child safety devices fitted to all sockets	No	These are no longer recommended, due to safety updates within British plugs.			
		With adequate power sockets, trailing leads across floorspace are rarely used and only permitted for a specific purpose and short duration. All hirers	Yes	The hall is equipped with lead covers for use with extension leads for WCA use.			

		are advised of the dangers and must sign to confirm they have read and will conform to the terms of WCA Fire Safety Risk Assessment					
Lighting equipment	All rooms	All lights are wall mounted fixed LED tube and not in proximity to combustible materials	YES				
Smoking materials	All rooms	As an enclosed premises that are open to the public, the whole of WCA is a no-smoking or vaping area and signage is displayed accordingly.	Yes				
Arson		<p>Volunteers are on duty at Hall-run events and Hirers are required to sign their acceptance of and adherence to all the WCA Risk Assessments</p> <p>There are no quantities of waste stored in the building, commercial waste bins are situated near the entrance to the grounds in a designated bin storage area.</p> <p>All rubbish generated by hirers is taken away by hirers</p> <p>Building is always locked and secured when not in use</p> <p>There is no letter box giving access to the building</p>	Yes				

Source of fuel (what might burn)	Location	Control measures	Suitable (Y/N)	What needs to be done	Who is responsible	By when	Signed as completed
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Paper/cardboard etc	Main Hall/Storage room	Paper, in the form of documents and copy paper etc is stored on shelving or in filing cabinets to which the public do not have access and none is close to	Yes				
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	Kitchen	any source of ignition					
Furniture/fittings (e.g. curtains etc)	Main Hall/Storage room	<p>Curtains and the blue chairs are fire retardant.</p> <p>Notice boards is monitored regularly to ensure there are no loose papers</p> <p>All seasonal decorations are placed so that are not near heaters or cause any form of fire risk.</p>	Yes				
Electrical equipment		PAT testing is undertaken every 3 years. Hirers are advised that all PAT items must have been tested within the last 12 months	Yes	Tested July 2025			
Flammable liquids/gases (e.g. oils/paints/solvents)	Main Hall/Storage room/Kitchen	<p>Cleaning materials are kept in a marked cabinet in the Main Hall and in a kitchen cupboard.</p> <p>Higher risk materials are kept in the store cupboard in the storeroom which hirers/public have no access to.</p>					
Waste materials		<p>There are no quantities of waste stored in the building.</p> <p>All rubbish generated by hirers is taken away by hirers</p> <p>Commercial general waste and recycling bins are located outside in a designated bin storage area away from the building.</p>	Yes				

## 2: People at Risk

What is the risk	Location	Control measure(s)	Suitable Y/N	What needs to be done	By whom	By when	Signed as completed
People with disabilities (including mobility, hearing, vision impairment)	All rooms	<p>The Hall hosts many events that are attended by older persons and many of them will have some limited form of mobility issues.</p> <p>HVH complies fully with the disability discrimination act 1995 and is fully accessible for people with disabilities who are using the hall</p>	Yes				
Staff working alone	All rooms	Volunteers, and some contractors may sometimes be working alone. All have been advised in procedures applicable in the event of fire	Yes				
Visitors unfamiliar with the building		<p>At WCA events there are always WCA volunteers in attendance to guide visitors.</p> <p>Whipton hall is a single storey building with and without trip hazards.</p> <p>Hirers running their own events have signed to confirm their understanding and adherence to WCA H&amp;S and Fire Safety Risk Assessments, that require them to supervise their attendees.</p>	Yes				
Contractors		Contractors are generally accompanied by a volunteer but if	Yes				



		working alone are given instructions on what to do in the event of a fire					
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### 3: Evaluate, Remove, Reduce and Protect

Evaluate your fire safety precautions	Y/N	What needs to be done	By whom	By when	Signed as completed
Are possible ignition sources kept separate from combustible materials	Yes				
Are possible ignition sources controlled to minimise the risk of fire	Yes				
Would a fire be discovered quickly? Will everybody be warned of the fire immediately	Yes				
Is escape possible in more than one direction	Yes				
Can everyone escape (with or without assistance)	Yes				
Are the exits easy to identify and reach	Yes				
Are escape routes free of obstruction	Yes				
Do Fire Escape doors open outwards	Yes				
Are Fire Escape doors easy to open	Yes				
Is the alarm system tested and maintained in accordance with the relevant British Standard	Yes				
Is the emergency lighting system tested and maintained in accordance with the relevant British Standard	Yes				
Are fire extinguishers tested and maintained in accordance with the relevant British Standard	Yes				

#### Fire Fighting and Detection

Fire warning system	Mains electric smoke alarm in ceiling of Main Hall, checked monthly
Emergency lighting	Automatic emergency lighting in each room in the event of power cut, checked monthly. Escape routes are all signed with emergency lighting
Other fire preventing methods	None maintained
Fire extinguishers, hose reels and fire blankets	As shown on the Plan
Fire escape routes and exits	As shown on the Plan

#### 4: Record, plan and train

##### Procedures and Training

How will people be warned if there is a fire	There are two battery operated fire alarms one each end of the building (located at the main door and the fire exit) they are operated by someone pushing a button to sound the alarm which has a siren and large flashing red light.
What should users do if they discover a fire	The person discovering the fire should raise the alarm by shouting, 'Fire' and actioning the nearest fire alarm. One located at the main entrance and one at the fire exit door. Simple press button and alarm will sound and light will flash.
What is the evacuation procedure	<p>Because no staff are employed at the Hall, there are no designated Fire Wardens. Members of the WCA Management Committee and other volunteers who assist at Hall events are issued instruction in evacuation procedures and in what action to take in the event of fire. Whichever volunteer is on site will usher all occupants through the escape routes to assemble at the Fire Assembly Point at Pinhoe Road entrance to the church, behind the community notice board, checking all rooms are unoccupied, including toilets, before leaving.</p> <p>Because no staff are employed, the Hirers are responsible for the Hall and the persons in it during the period of hire. Hirers have been advised of evacuation procedures and the locations of escape routes and firefighting equipment are marked on a plan that is posted in the Hall and is also provided at the point of hire.</p> <p>By signing the Hiring Agreement Hirers confirm that they have made themselves aware of the content of this Risk Assessment, which is posted on the WCA website, and that they must make themselves familiar with the provided firefighting equipment and agree to their responsibilities. No further action required.</p>
Who are the Fire Wardens	Because no staff are employed at the Hall only volunteers will be on-site when the

	building is occupied so there are no designated Fire Wardens. All volunteers are instructed and will direct evacuation.
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	Hirers have been instructed to designate two responsible persons to act as Fire Wardens; one to ensure that all rooms have been fully evacuated and the second to ensure that following the evacuation all attendees have gathered at the Fire Assembly Point.
Where should people assemble and how will evacuation be checked	<p>The Fire Assembly Point at the Pinhoe Road entrance to the church, behind the community notice board</p> <p>As an open community hall, there is no record of the number of people in attendance at any one time of WCA events, pre-sold ticket events should know the number in attendance</p> <p>Hirers have been advised to keep a record of the total numbers attending their events.</p>
How often are Fire Drills carried out	As no staff are employed at the Hall, drills are not held because they would have to be notified and organised events. Members of the WCA Management Committee and other volunteers who assist at Hall events are issued instruction in evacuation procedures and in what action to take in the event of fire.
Further guidance	<p>WCA Committee members and volunteers have been issued with written guidance on what to do in the event of fire, together with:</p> <ul style="list-style-type: none"> <li>(i) a plan showing the location of the WCA firefighting equipment and the designated escape routes from the building; and</li> <li>(ii) a graphic of which fire extinguisher to use on particular fire types and how they should be used.</li> </ul> <p>These same documents are appended to the Hiring Agreement that each Hirer must sign.</p>

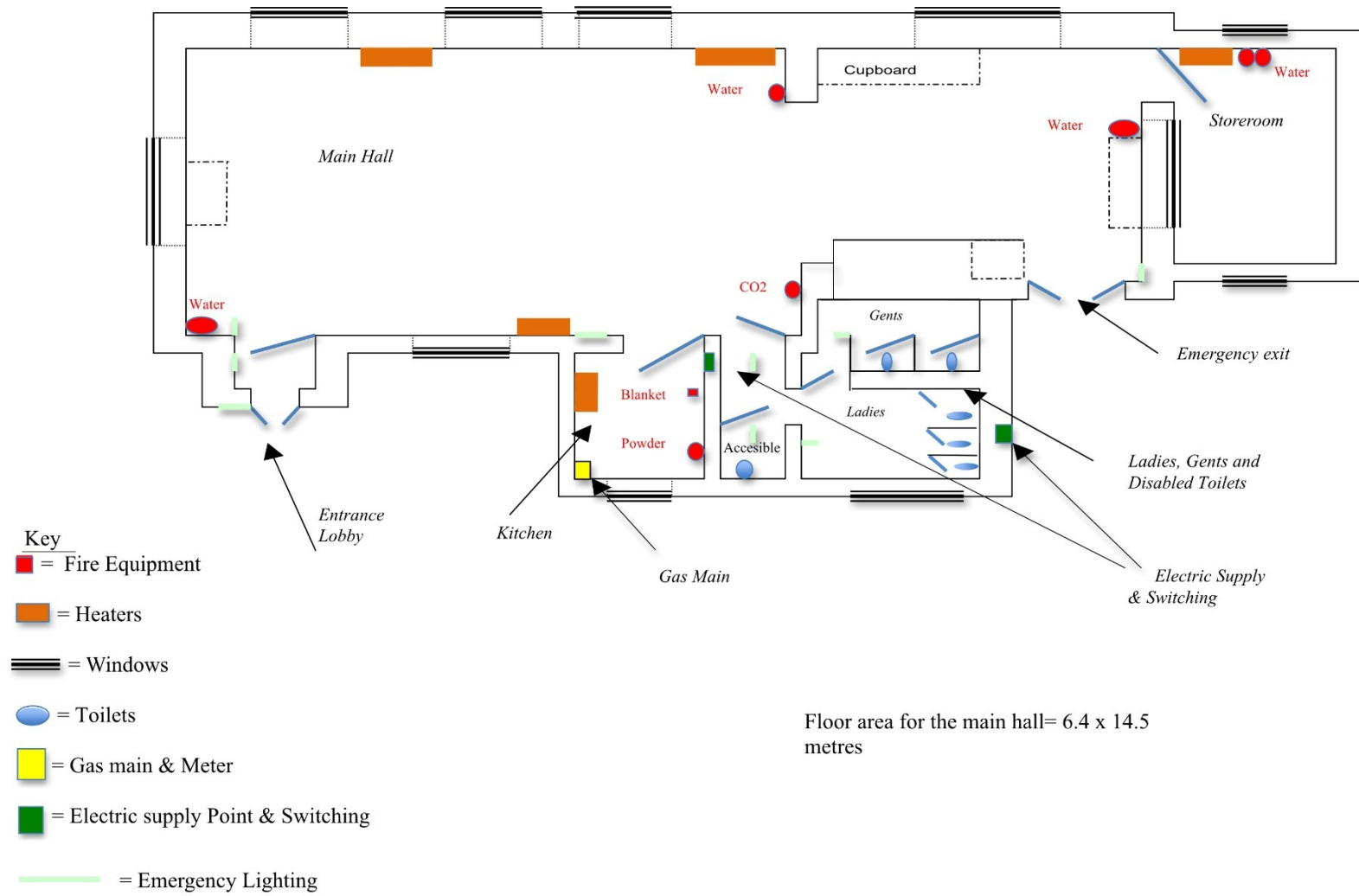
## **5: Review**

The Fire Safety Risk Assessment will be kept under regular review and revised as appropriate and/or to accommodate:








- Any changes to the building, inside or out
- If a fire or issue of concern should occur -  
Any changed work practices

Date of next review: 1<sup>st</sup> July 2026

Whipton Community Hall Floor Plan (not to scale)



*Symbols found on fire extinguishers & what they mean*

			
		Water	Foam spray
Wood, paper & textiles		✓	✓
Flammable liquids		✗	✓
Flammable gases		✗	✗
Electrical contact		✗	✗
Cooking oils & fats		✗	✗

## How To Use Fire Extinguisher

Remember the **PASS** word (**P**ull - **A**im - **S**queeze - **S**weep)

<b>P</b>	<b>A</b>	<b>S</b>	<b>S</b>
<b>Pull</b> Pull The Pin ↓ Break seal and test extinguisher	<b>Aim</b> Aim At The Base Of Fire ↓ Ensure you have a means of escape	<b>Squeeze</b> Squeeze The Operating Handle ↓ To operate extinguisher and discharge the agent	<b>Sweep</b> Sweep From Side To Side ↓ Completely extinguish the fire
			

## **ACTION IN THE EVENT OF FIRE**

**The preservation of life is paramount. By remaining calm and following these basic actions, as far as possible, you should ensure the safety of yourself and all others in the Hall.**

**Several of the following actions can be conducted in parallel:**

1. **Quickly assess the situation:**  
Do not attempt to fight a fire if you do not feel competent to do so. **If it is an electrical fire, DO NOT USE EITHER OF THE EXTINGUISHER TYPES AT HVH UNLESS YOU ARE CERTAIN THAT THE ELECTRICAL POWER HAS BEEN TURNED OFF.**
2. **Alert:**  
If other people are in the building, **THE FIRST PERSON TO NOTICE THE FIRE SHOULD CALL, 'FIRE'** as loud as possible and for long enough to be sure that all persons in the building have heard it.
3. **Call:**  
**CALL THE FIRE & RESCUE SERVICE (FRS)** using 999 or 112 on a mobile phone, giving  
  
Location: **Whipton Community Hall , Pinhoe Road, Exeter, EX4 8AD**  
What3Words: **skirt.copper.case** (the entrance to Whipton Community Hall)  
  
**Do not assume someone else has made the call.**  
  
If possible and safe to do so, a nominated person should stay at the roadside and wait to liaise with the FRS.
4. **Evacuate:**  
The fire exit from the Main Hall is operated by a Panic Emergency Fire Door Exit Push Bar.  
  
**USHER PEOPLE OUT OF THE BUILDING**, using both of the designated escape routes **to assemble outside the Pinhoe Road gate behind the notice board.** Two responsible persons should be designated as Fire Wardens; one to ensure that all rooms have been fully evacuated and the second to ensure that all attendees have gathered at the Fire Assembly Point. Of course, that would mean that the total number of attendees must be known at the outset of the hiring.  
**DO NOT STOP TO COLLECT ANY PERSONAL BELONGINGS.**



If safe to do so, the last person out should try to close all doors behind them to prevent the fire and smoke spreading through the building and also to reduce the level of oxygen available in any room to feed the fire.

**UNDER NO CIRCUMSTANCES SHOULD YOU RE-ENTER THE BUILDING UNTIL THE FRS HAVE TOLD YOU THAT IT IS SAFE TO DO SO.**