

WILLASTON MEMORIAL HALL

REGISTERED CHARITY NUMBER 520090

FIRE RISK ASSESSMENT

February 2017

Description of Premises

Willaston Memorial Hall is a stone-built single-story community building situated on the Green, Neston Road, Willaston. The Hall is a registered charity and is run by a Committee of Trustees who are all volunteers. The Committee consists of elected and co-opted members of the public and nominated representatives of main user groups.

The building comprises an entrance hall, a meeting room, boiler room, separate men's, women's and disabled toilets, cloakroom, a separate kitchen with a serving hatch, the main hall, storage room (for furniture and other equipment) and a storage room for Playgroup's equipment. The main hall is licensed for 120 people sitting and the meeting room for 25; the facility is available to hire for both private and public events.

There is public car parking to the front of the building, with space for approximately 25 cars. There are emergency exits leading directly out of the building from the north and south sides of the Hall and there are disable ramps at both the front and rear of the building. The premises are licensed for indoor entertainment only.

The area to the side and rear of the building is enclosed and mainly laid to artificial grass; access is from the rear of the building and by a gate at the front.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between the Memorial Hall and the Hirer forms the basis of the Hiring arrangement. The Booking Form and Rules of Hire draw the Hirers' attention to the health and safety and licensing obligations that the booking places upon them. Hirers are expected to meet the requirements of licensing conditions.

The Hall is not licensed for the sale of alcohol. Hirers are responsible for arranging a temporary event license (if required) and for meeting the obligations of the license.

Principal Uses of the Memorial Hall

The Hall is used for a wide variety of functions. These cover, but are not limited to, pre-school playgroup, children's interest organisations, fitness groups, meetings, private parties, music recitals and charity fund raisers.

The Memorial Hall Committee will encourage all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and their activities.

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

The Committee encourages 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. The plan is available to all Hall users and is also on the Notice Board.

People at Risk of Fire

It is the responsibility of Hirers to ensure the Hall is securely locked after use, so the building should never be left open and unoccupied. Access to the main door is by keys controlled by the Committee or Bookings Secretary acting on their behalf.

Staff: The Memorial Hall Committee does not employ any staff.

Trades People: The Committee employs trades people on both an ad-hoc and scheduled bases for the purposes of cleaning, safety checks and building maintenance. The cleaner has a key to the building and is generally on their own when working. Local tradespeople who are familiar with the building and regularly carry out work have their own key; others may gain access to the Hall by borrowing a key through the Booking Secretary, while others are escorted by one or more committee members.

Hall Users: These will generally be familiar with the Hall. Those that are not will find the simple layout easy to navigate and assimilate. The main Hall area is open plan and has two easily identifiable fire exits at the front and rear. Emergency lighting is installed over the fire doors and is always clearly visible. The two fire exits lead to fire doors that exit directly outside and are fitted with push-bar releases.

Disabled Persons: At a typical function, there may possibly be a limited number of disabled persons. It is the responsibility of Hall Hirers to ensure disabled persons are given adequate "buddy" assistance in the event of an evacuation. The main entrance is an emergency exit door where there is a ramp to ground level outside and should be used in preference to the two emergency doors, one of which has steps down to the ground outside. The rear fire exit from the main hall also has a disabled ramp.

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. Primary Hall user groups, like Pre-school Playgroup, are expected to have carried out their own Fire Risk Assessment.

Other Members of the Public (who are not using the Hall): Members of the public may walk past the Hall on their way between the Green and Buckley Lane, via public land adjacent to the side of the Hall.

Fire Safety Consultations and Document References

This document is based on recommendations in 'Fire Safety Risk Assessments for small and medium places of assembly', published in 2006 by the Department for Communities and Local Government.

Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrics in mains power supply, ring mains or lighting circuits	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, ceiling)	Open to the air

Gas leak in mains supply to boilers	Any combustible materials close to the boilers	Open to the air
Faulty portable electrical equipment (e.g. kettle)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. gas hob, gas oven, fridge, hot water boilers, microwave, soup kettle)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of	Open to the air
Cooking accidents	Hot oil igniting on the hob or under the grill Food burning in the oven or on the hob	Open to the air
Faulty lighting	The lighting equipment itself, the ceiling and curtains near it	Open to the air
Children playing with matches or other combustibles	Any combustible material close to where the children are playing, including children's clothes and hair	Open to the air
Arson	Could be any source	Open to the air

Control Measures

Fire Hazard	Likelihood 1-low 5-high	Risk to people from fire hazard	Measures to avoid or reduce the Hazard	Measures to avoid or Reduce the Risk to People
Fire inside the Hall	3	Smoke inhalation Burns Death	<p>Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once per year.</p> <p>The location of firefighting equipment and exits are clearly marked on a plan of the village Hall, which is published on the notice board.</p> <p>Ensure suitable fire detection equipment is installed and maintained. The Committee will take the advice of the inspection of a fire practitioner to increase, change or move location of the fire detection/fighting equipment as appropriate.</p> <p>A test of continued illumination in event of a power failure will be carried out quarterly.</p> <p>A test of the Smoke Alarms will be done quarterly.</p> <p>Ensure that Hall furnishings are made of a non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of</p>	<p>Ensure Hall users/Hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are</p> <p>Also ensure the Hirers know that they must organise a fire marshal to check the building has been vacated and that the fire brigade has been called out (as appropriate).</p> <p>Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. The Committee tests the ease of access to and through the escape routes and to the assembly points at least once per year and logs the results.</p> <p>Ensure a record of key holders and of those Hirers (Group names) that have been given temporary access to a key is kept by date and session (times). Users will be made aware of their responsibilities under the Premises License (via the Booking process).</p> <p>Regular User Groups will be advised that they should carry</p>

			<p>purchase. This includes window curtains, chairs, etc.</p> <p>Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)</p>	<p>out their own Risk Assessment and that a copy should be lodged with the Committee.</p> <p>Whilst the Committee will advise and encourage, it cannot be held responsible for a group not carrying out their own Risk Assessment.</p>
Fire on the Premises outside the Hall	1	Evacuating people towards the source of the fire		Ensure Hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate at least one fire marshal to ensure the evacuation is coordinated properly and safely.
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	Electrocution While attempting to put out the fire with water.	A qualified practitioner checks the internal electric installation once per year (including all portable electrical appliances and stage lighting system) and the overall power supply to the Hall at least once every five years. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable firefighting equipment is available close to the likely sources of electrical fires.
Gas leak in mains supply to boiler	1	Death from explosive combustion and associated damage	<p>Ensure that the Gas Boiler are maintained at least once per year and that during the inspection the engineer checks the sections of the gas inlet pipelines.</p> <p>A safety inspection certificate should be obtained after each service.</p>	
Smoking	3	Smoke inhalation. Burns.	<p>A No Smoking policy will be enforced throughout the premises.</p> <p>No Smoking signs will be strategically placed throughout the building.</p>	
Cooking accidents	3	Smoke inhalation. Burns.	<p>Ensure users are aware of appropriate safety precautions concerning the use of the cooker and how to cope with oil fires.</p> <p>Ensure there is a fire blanket available close to the hob, for putting out oil fires.</p>	
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.		Ensure Hirers are aware of their responsibility, to supervise children while inside the Hall.
Arson	1	Smoke inhalation. Burns.	Ensure appropriate level of security lighting (sensor operated) is installed and maintained.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted

			Ensure Hall Hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage.	
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Fire Assembly Points:

FRONT: To the right, on the small green across Hadlow Road, by the Willaston Millstone

Plan of the Hall (attached)