

DRAYCOTT MEMORIAL HALL

FIRE RISK ASSESSMENT – JULY 2020

Introduction

The Regulatory Reform (Fire Safety) Order 2005, which came into force on 1st October 2006, replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure that people can safely escape if there is a fire.

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. It applies to community halls and community premises and is relevant, therefore to Draycott Memorial Hall.

For the purpose of carrying out the Fire Risk Assessment the 'responsible person' is the Draycott Memorial Hall Management Committee who from time to time will appoint one or more 'competent' persons to undertake the risk assessment. This risk assessment (July 2020) replaces all previous risk assessments.

The Fire Risk Assessment has been carried out in accordance with the requirements of the Order and having regards to the Government guidance on Fire Safety Risk Assessment in Small and Medium Places of Assembly. The guide describes five steps that should be taken when carrying out a Fire Risk Assessment

1. Identify fire hazards
2. Identify people at risk
3. Evaluate, remove, reduce and protect from risk
4. Record, plan, inform, instruct and train
5. Review

The Fire Risk Assessment follows this structure and has been carried out for each of the principle areas of useable space in the Memorial Hall, namely:

1. Main Entrance, Manager's Office and foyer
2. Cleaners' Store Cupboard
3. Toilets and Corridor area
4. Store Room
5. Stage
6. Under Stage Cupboard
7. Main Hall
8. Kitchen and kitchen stores area
9. Corrick Room
10. Boiler Room
11. Upstairs Room

For each of these areas an assessment has been carried out of sources of ignition, fuel and oxygen, fire detection and precautionary equipment, escape routes, emergency lighting, signs and notices.

The findings of this assessment are contained in the table at the end of the document and the key points discussed in the following paragraphs.

1. Fire Hazards: Sources of Ignition, Fuel and Oxygen

- 1.1 The main sources of ignition are the various items of electrical equipment located in the kitchen e.g. cooker, oven, microwave, fridges, water heaters, and together with audio-visual equipment in the main hall, in the stage area and stored in various areas. There is a gas central heating boiler in the boiler room with associated controls for the whole building.
- 1.2 Elsewhere, the main sources of ignition are electrical sockets and lighting located throughout the building.
- 1.3 The principal sources of fuel are concentrated in the cleaner's cupboard and include paints, varnishes and cleaning materials.
- 1.4 Elsewhere, the main sources of fuel are in the upholstered seating, stage curtains, and various other curtains at each of the main windows as well as the wooden stage itself.
- 1.5 The main source of oxygen is the natural airflow through, doors, windows and other openings. The natural airflow is sometimes supplemented by mechanical means when the Vent Axia system is used in toilet areas.

2. People at Risk

- 2.1 People who use the hall and may be at risk if there is a fire include:
 - Hirers
 - The Memorial Hall Management Committee
 - Local organisations
 - Contractors
 - Cleaner
 - Visitors
 - Hirers, contractors and visitors who are unfamiliar with the hall layout
 - Children
 - The elderly
 - People with disabilities (mobility, hearing or vision impairment)

3. Evaluate, remove, reduce and protect risk

The risk of fire occurring

- 3.1 It is considered that the risk of fire is relatively low, the main sources of ignition comprise electrical equipment located in the kitchen and gas boiler located in the boiler room. Combustible materials are kept away from these sources and all equipment and the boiler are regularly serviced and well maintained in a good state of repair.
- 3.2 Elsewhere, electrical sockets and lighting are well maintained

The risk to people

- 3.3 An evaluation has been carried out of the actual risk to people identified in step 2 in the event fire did start and spread from those areas with the main sources of ignition i.e. the kitchen and the boiler room.
- 3.4 All areas of the hall have designated escape routes.
- 3.5 The identified potential hazards comprise the range of electrical equipment contained in the kitchen which is an essential part of the facilities available to the users of the memorial hall. Removal would not be in the best interests of the memorial hall or its users and the potential hazards are reduced as far as possible through regular maintenance, inspection and servicing and where necessary replacement.
- 3.6 Similarly, the boiler located in the boiler room is essential to the comfort and well-being of the users of the hall. The potential hazards are minimised through regular servicing. The boiler in the boiler room meets the latest safety requirements.
- 3.7 The memorial hall operates a No Smoking policy in all areas of the building.
- 3.8 The paint, varnishes and cleaning materials are located in the cleaner's cupboard which is kept locked.
- 3.9 Elsewhere flammable materials are limited to curtains, tables and seating and generally kept away from potential hazards. Similarly, mats and various sports and leisure equipment used by local groups are kept secure within a store area under the stage.

Removal/reduction of the risks to people

- 3.10 The fire risk to people has been reduced to as low as reasonably practical by ensuring the adequate fire precautions are in place to warn people in the event of fire and to allow them to escape safely.
- 3.11 A fire alarm system is in place incorporating an alarm bell and manually operated 'break glass' points which are located in the main entrance foyer, kitchen, Corrick Room, main hall (x2) , stage, toilet corridor & upstairs room. Location of sounders and detectors are found in a table at the end of this report. The fire alarm system is maintained on annual contract with a bi-annual service agreement, certification and details of servicing is stored in filing cabinet in the boiler room.
- 3.12 Fire extinguishers for particular types of fire are situated in the main entrance foyer, main hall, kitchen, Corrick Room, stage, toilet corridor and landing outside boiler room as detailed in the accompanying table. These are regularly inspected and the Certificate of Inspection is contained in the filing cabinet in the boiler room. A fire blanket is located in the kitchen.
- 3.13 There are 6 main escape routes available at the ground floor level and are readily accessible from all parts of the building. All are independent of each other with emergency escape lighting. The main escape routes are (1) via the main entrance (2 & 3) via 2 external emergency doors off of the main hall, (4) via external emergency door in the Corrick Room, (5) via external emergency door in the kitchen. (6) via emergency exit door at end of toilet corridor.

- 3.14 Escape routes are all unencumbered and are listed on the accompanying table. External emergency doors (1), (5) & (6) lead outside to the car parking area to the south of the memorial hall and external emergency doors (2), (3) & (4) lead to an open space on the playing fields to the north of the memorial hall. This allows for safe and easy clearance of the hall. The Fire Assembly Point is designated at the eastern end of the car park.
- 3.15 Escape routes and exits together with the location of the firefighting equipment are indicated by the appropriate signs throughout the building as indicated in the accompanying table. Fire exit signs are included on emergency lighting panels throughout the hall as detailed on the accompanying table.
- 3.16 Notices indicating the location of emergency exits and extinguishers are situated in a variety of positions around the building. Each fire extinguisher has operating instructions clearly displayed.

Installation, testing and maintenance

- 3.17 All fire prevention and firefighting equipment is maintained in effective working order through regular checks, periodic servicing and maintenance. Sources of risk are also checked on a regular basis.
- 3.18 Weekly checks are made of water heaters, fridges, emergency lighting, fire doors, lights, safety torch, water boiler and the fire alarm panel.
- 3.19 An annual check is made of the fire extinguishers and a certificate of inspection obtained. A copy of the report/certificate is contained in the appendix of this document. The electrical system is checked on a 5 year basis and a safety certificate obtained. The gas boiler is serviced on an annual basis and a certificate obtained.

Conditions of hire

- 3.20 The conditions of hire of the memorial hall state that fire and other exits must not be obstructed. The conditions of hire are shown on the memorial hall website.
- 3.21 For entertainment events particular health and safety procedures apply and an appointed person is responsible for fire safety and emergency evacuation.

4. Record, Plan, Inform, Instruct and Train **Significant finding and action taken**

- 4.1 The main findings of the fire risk assessment including the actions taken to prevent fire occurring and to reduce the risk to people are contained in the preceding sections of this report
- 4.2 A plan showing the general fire safety measures is included over the page.

Emergency Plan

- 4.3 The memorial hall has a relatively simple layout with clear and well signed escape routes. As explained, the conditions of hire state that fire and other exits must not be obstructed and that illuminated fire exit signs must be on for all public entertainment.
- 4.4 Copies of the conditions of hire and the conditions relating to Theatrical and entertainment events are provided to hirers who are required to accept and adhere to them.
- 4.5 Signs indicating the location of emergency exits and fire extinguishers are posted on various prominent and visible points throughout the memorial hall.

5.Review

- 5.1 The fire risk assessment has been carried out for the memorial hall following the introduction of the Regulatory Reform (Fire Safety) Order 2005. The assessment is kept under review particularly with regard to any potential new risks and the need to keep them under control, and also to ensure that the fire precautions are still working effectively.

Location	Sources of Ignition, fuel and oxygen	Fire detection, fire-fighting & precautionary equipment	Escape Routes	Emergency lighting signs and notices
Main Entrance and foyer	Electric sockets and lighting Radiators	1 x fire alarm call point 1 x 3l water fire extinguisher 1 x fire alarm sounder 1 x fire alarm detector	Main entrance	Emergency lighting No smoking signs Public fire action notice Fire extinguisher sign and instructions
Manager Office	Electric sockets and lighting Radiator Fire alarm control panel Electrical socket for defibrillator	1 x fire alarm detector	Main entrance	None
Cleaners Store	Cleaning materials Paints and varnishes Cleaning equipment	See main entrance and foyer	Main entrance	See main entrance and foyer
Corridor to toilets	Electric sockets and lighting	1 x fire alarm sounder 1 x fire alarm detector 1 x 3l water fire extinguisher	Main Entrance Emergency exit door at east end	Emergency lighting at each end Fire extinguisher sign and instructions
Toilets	Lighting Radiators Hand driers	None	Main entrance Emergency exit door at east end	None
Storage areas x 2	Electric sockets and lighting Radiators x 2 Tins of painting materials	1 x 3l water fire extinguisher 1 x fire alarm call point (in corridor) 2 x fire alarm sounder 1 x fire alarm detector	Emergency exit door at east end	Emergency lighting
Stage	Stage lighting and controls Electric sockets and lighting Public address system control box Extractor fans Waste treatment system control box Stage Curtains Radiators Fuse board	2 x 2kg CO2 fire extinguishers	Via stairs at each side of stage to emergency exit doors in main hall or emergency exit at east end	Emergency lighting No smoking signs Emergency exit signs Fire extinguisher signs and instructions
Storage area under stage	Electric lighting	1 x Fire alarm detector		
Main Hall	Electric sockets and lighting Radiators x 4 and control panel Stage lighting Public address system Noise monitor system	2 x Fire alarm call points 3l water fire extinguishers x 2 2 x Fire alarm sounders 2 x Fire alarm detectors	Main Entrance 2 x Emergency exits	Emergency lighting Fire extinguisher signs and instructions Fire exit signs Emergency exit signs
Kitchen	Electric sockets and lighting Hot food cabinets Cooker – hot water heater Dishwasher – Microwave Fridge, radiator & fuse box	Fire blanket 1 x 2kg CO2 fire extinguisher 1 x 6kg foam fire extinguisher 1 x Fire alarm call point 1 x Fire alarm detector	Emergency exit door in kitchen Main entrance	Fire extinguisher signs and instructions Emergency lighting
Kitchen stores	Electric socket and lighting Main fuse board Control box for noise monitor system	1 x fire alarm detector See also kitchen	Emergency exit door in kitchen Main entrance	Emergency lighting
Corrick Room	Electric sockets and lighting Radiators x 3 Kettle	1 x 3l water fire extinguisher 1 x fire alarm call point 1 x fire alarm sounder 1 x fire alarm detector	Emergency doors Main entrance	Fire extinguisher signs and instructions Emergency lighting No smoking signs

Boiler Room (Upstairs)	Boiler and controls Electric sockets and lighting Fuse Board DB2	1 x heat detector 1 x 6kg ABC powder fire extinguisher	Stairs to main entrance door	Fire extinguisher sign and instructions Emergency lighting No smoking signs
Meeting Room2 (Upstairs)	Electric sockets and lighting Radiators x 2	1 x fire alarm sounder 1 x fire alarm detector	Stairs to main entrance	Emergency lighting

Details of fire fighting equipment

Fire extinguishers are located at the followings within the Draycott Memorial Hall

Location	Type of fire extinguisher & size
Main entrance and foyer	1 x 3l Water
Stairs to landing outside boiler room	1 x 6kg ABC Powder
Corridor to toilets and by storage area	2 x 3l Water
Stage	2 x 2kg Carbon Dioxide
Main Hall	2 x 3l Water
Kitchen	1 x 2kg Carbon Dioxide 1 x 6l Foam 1 x Fire Blanket
Corrick Room	1 x 3l Water

Fire alarm call points, sounders and detectors are located in the following areas

Location	No of fire alarm call points	No of fire alarm sounders	No. of fire alarm detectors
Main entrance & foyer	1		1
Stairs to landing		1	1
Corridor to toilets & by storage area	1	1	1
Storage area x 2		2	1
Stage	1	1	1
Main Hall	2	2	2
Kitchen	1	1	1
Corrick Room	1	1	1
Boiler Room			1
Meeting Room 2 (Upstairs)	1	1	1
Managers Office			1