

## Aldermaston Parish Hall Management Committee

### **Fire Risk Assessment**

**The Management Committee as the responsible party for Aldermaston Parish Hall takes on the role named in The Regulatory Reform (Fire Safety) Order 2005 as “Responsible Person”.**

**The Responsible Person, i.e. the committee, must appoint one or more “Competent Persons” (who can be committee members) who will undertake a risk assessment and carry out any preventative measures.**

**The “competent persons” are Angela Booth, Les Francis and Lucy Paxford**

#### **Description of Premises**

Aldermaston Parish Hall is a brick-built single-story community building situated on the main A340 road near the centre of the village. The main hall was built in 1897, with a smaller hall known as the Billiard Room being added in the 1940's and the kitchen being re-built in the 1993/4. It is situated between two residential buildings and backs onto open fields. The Hall is a registered charity and is run by a Management Committee made up of local volunteers. The committee consists of representatives from user groups and elected members of the public, and its members are all Managing Trustees of the Charity.

The building comprises an entrance hall, main hall with stage and Victorian balcony, the Billiard room, three separate toilets, 2 incorporating disabled facilities, and a separate catering kitchen.

The main hall can hold about 100 people standing (about 100 sitting in rows, 80 at tables) and is available to hire for both private and public events.

The Billiard room can hold about 50 people standing (about 35 sitting) and is available to hire for both private and public events.

The kitchen is of a catering standard and has access from both halls, as well as access from the car park.

There is a car park to the front and both sides of the building, with space for approximately 15 cars (plus 2 disabled spaces). There are emergency exits leading directly out of the building from the kitchen, main hall, billiard room and hallway. The premises meet all requirements of the current Disability Act and are licenced for both indoor and outdoor entertainment. The area to the side and rear of the building is mainly laid to tarmac with access only from the A340 at the front of the building. All fire exits and fire equipment is clearly marked within the Hall.

The hall is heated by mains gas boiler running warm air convector heater in the main hall and billiard room. In the main entrance hall is a small electrical heater which can be put on if needed. In the kitchen there is an electric storage heater.

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 Parish Hall and the Hirer forms the basis of the Hiring arrangement. The Booking Form and Standard Conditions of Hire draw the hirers' attention to the health and safety and licensing obligations that the Booking places upon them. Hirers are expected to provide attendants to meet the requirements of licensing conditions.

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

## **Principal Uses of Aldermaston Parish Hall**

The Parish Hall is used for a wide variety of functions. These cover, but are not limited to mother & toddlers group, Brownies, Ballet, exercise classes, Parish Council meetings, plays, private parties, carol concerts and charity fund raisers.

Aldermaston Parish Hall Management 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. A Fire Risk Assessment has been done by the Aldermaston Parish Hall Management Committee to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment. The Aldermaston Parish Hall Management 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 included with booking forms to all Hall users and is also on the Notice Board and in the Information files that are held in both Halls.

## **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 keys is controlled by the committee.

**Staff:** Aldermaston Parish Hall Management Committee employs one member of staff, the Caretaker.

**Trades People:** The committee employs local trades' people on both an ad-hoc and scheduled basis for the purposes of safety checks and building maintenance. The Caretaker has a key to the building and is generally on her own when working. Local trades' people who are familiar with the building may gain access to the hall by borrowing a key from the Parish Hall chairperson or direct from the Caretaker, while others are always escorted by one or more committee members.

**Hall Users (up to 100 inside at any time):** Some of these will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate and assimilate. Both the Main hall and Billiard room are open plan and have easily identifiable fire exits. 14 emergency lights are installed over fire exit doors and around the hall, and these are tested on a monthly basis and recorded in the Parish Hall Management Committee minutes after each meeting. The fire doors in both halls that exit directly to outside and are fitted with push-bar releases, along with the doors in both hallways. The fire exit in the kitchen is clearly marked as an exit and is also fitted with push-bar releases.

The building is equipped with an automatic fire alarm system. This is a local system and **NOT** linked to any outside source e.g. Fire Brigade.

The main white control panel is located in the hallway next to the main entrance and there are 5 manual call points located adjacent to each fire extinguisher and around the building. There are 4 sounders, one in each hall, the kitchen and hallway. These are tested on a weekly rotational basis and recorded in a Fire log and then are recorded in the Parish Hall Management Committee minutes after each meeting.

**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 assistance in the event of an evacuation. All emergency exit doors are on a level with the paths outside, which are either concrete or paved, so there are no barriers to wheel chairs.

**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. Regular hall user groups, like Aldermaston Toddlers, Aldermaston Brownies, are expected to carry out a practice evacuation every 6 months, which has to be

recorded in the Hall Fire evacuation file held in the Hall. These are recorded in the Parish Hall Management Committee minutes after each meeting.

**Other Members of the Public (who are not using the hall):** Members of the public may walk past or drive past the hall on their way in or out of Aldermaston village.

**Possible Causes of Fire**

<b>Sources of Ignition</b>	<b>Source of fuel</b>	<b>Source of Oxygen</b>
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, wooden beams).	Open to the air
Gas leak in mains supply to boiler	Any combustible materials close to the boiler (in the kitchen)	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, radios, etc)	The portable device itself and then any combustible materials close to it.	Open to the air
Kitchen appliances (i.e. gas hob, electric oven, fridge, hot water boiler, microwave, dishwasher)	The appliance itself and then any combustible materials close to it.	Open to the air
Smoking	Material in waste bins or any other areas outside 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 system	The lighting equipment itself, the ceiling and wood around 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

### Measures to avoid or reduce

Fire Hazard	Likelihood 1-low 5-high	Risk to people from Fire Hazard	The Hazard	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 parish hall, which is published on the notice board.</p> <p>Ensure suitable fire detection equipment is maintained and that a qualified practitioner inspects it at least once per year.</p> <p>A test of continued illumination of emergency lighting in event of a power failure will be done monthly.</p> <p>Ensure that Parish 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 purchase. This includes window curtains, chairs, etc.</p> <p>Hall users will be asked to remove all their rubbish from the site when they leave the (i.e. emptying any bins and taking away with them).</p>	<p>Through hiring agreement and hall information files 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>Through hiring agreement ensure the hirer knows that it is their responsibility to check the building has been vacated and that the fire brigade has been called out and that the caretaker has been informed.</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.</p> <p>The Management Committee tests the ease of access to and through the escape routes and to the assembly points at least once per year.</p> <p>Ensure a record of key holders is kept by Secretary.</p> <p>Users will be made aware of their responsibilities under the Premises Licence via the Hiring agreement.</p> <p>Regular User Groups will be advised that they should carry out their own</p>

				<p>Fire evacuation test every 6 months and note in Hall file.</p> <p>Whilst the Management Committee will advise and encourage, it cannot be held responsible for a regular user group not carrying out their own Risk Assessment or Fire evacuation test. Signed copies of this advice to be kept on file.</p> <p>During a seated event chairs supplied with drop link to connect chairs which must be used at all times so that chairs remain safe in case of evacuation.</p>
Fire on the premises outside the hall	1	Evacuating people towards the source of the fire		Through the Hiring Agreements ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and 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 the overall power supply to the Parish 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.	Ensure that the Gas Boiler is maintained at least once per year and that during the inspection the engineer checks the sections of the gas inlet pipeline. A safety inspection Certificate should be obtained after each service.	
Smoking	3	Smoke inhalation. Burns	A No Smoking policy is enforced throughout the premises, both inside the hall and outside. No Smoking signs are strategically placed	

			throughout the building and outside areas.	
Cooking accidents	3	Smoke inhalation. Burns.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker and how to cope with hot oil fires. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	2	Smoke inhalation. Burns.	Ensure that any matches or lighters are kept in locked cupboard.	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. Ensure hall hirers are aware of their responsibility for the hall during their occupation and take reasonable steps to prevent willful damage	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

### **Fire Extinguishers within Aldermaston Parish Hall.**

- Main entrance hall - 1 x Red Water Extinguisher.
- Main hall - 1 x Black Carbon dioxide extinguisher
- Main hall – middle door - Red Water Extinguisher
- Stage – – 1 x Black Carbon Dioxide Extinguisher
- Rear hall exit - 1 x Red Water Extinguisher
- Kitchen – 1 x Black Carbon Dioxide Extinguisher
- Kitchen - 1 x fire blanket.

All fire extinguishers within the premises are subject to an annual inspection by the Atlas Fire Protection and copies of the Certificates of Inspection are displayed in the entrance hall between the 2 halls. The original is retained on file.

### **First Aid**

As part of the emergency plan, a suitably stocked first aid kit is maintained and available for general use. **This is in the kitchen area and clearly marked.** A committee member is nominated to ensure that it is kept stocked.

Included within the box are sterile adhesive dressings including waterproof dressings or blue plasters for use in the food preparation area. In the event of burns or scalds, sterile dressings can be used **but no lotions or creams.**

### **Fire Assembly Points:**

REAR: The field behind hall taking care of barbed wire fence

FRONT: The next junction down the hill from the Hall, Congreve Close.

**Providing all of the above control measures are in place and maintained the risks are all reduced to a tolerable level.**

Competent Person-Angela Boott

Approved by Aldermaston Parish Hall Management Committee November 2016

**ALDERMASTON PARISH HALL - FIRE RISK ASSESSMENT – October, 2016**

# **FIRE**

**THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD. It is advisable to take a note of the name of everyone attending your event.**

- 1: In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible at the Congreve Close, the next road down the hill from the Hall (or into the private field behind the Hall if with young children, taking care of barbed wire and cattle).**

**A Roll Call should be taken.**

- 2: NO MATTER HOW SMALL THE FIRE!!!!**

## **CALL THE FIRE BRIGADE**

**Dial 999** and give this address: **Aldermaston Parish Hall, The Street, Aldermaston, Berkshire RG7 4LW**

- 3: The Responsible Person should ensure that once the Parish Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.**
- 4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing and their last known position**
- 5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe and are**

**ENTIRELY AT YOUR OWN RISK - PLEASE DON'T BE A HERO**

If any doubt get out of the building

- 6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, Please call 0118 971 4057 to inform the Caretaker.
- 7: All incidents no matter how small have to be reported to Aldermaston Parish Hall Caretaker or written in the comments book in the Hall.