

Fire Risk Assessment –St Catherine’s Hill Community Hall

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Legislation

Fire Safety Order 2005

Introduction

The Hall has two storeys. The Ground floor has a kitchen, three toilets, main hall and a conservatory (brick construction and glass roof). The first floor consists of a meeting room and two small side rooms used for storage. A protected lobby staircase provides access and egress to the first-floor meeting room. The main entrance is through the ground floor level of the lobby.

The Hall has fire detection system installed, principally with ionisation detectors fitted in the lobby, main hall, conservatory and the first-floor meeting room. except for the kitchen where a detector, not sensitive to smoke or steam, is fitted. Ionisation detectors give an early warning of an imminent fire as they will go into alarm on detection of trace amounts of smoke enabling persons to evacuate in a timely fashion, before there is any risk from fire. There are two escape routes from the kitchen, out into the lobby or through the side door.

The system is mains powered and has a battery back-up system.

All rooms, except the conservatory, have fire resistant doors which will close on alarm or when there is a loss of mains power. The Conservatory is in the same zone as the main hall and has its own fire exit which can be used by the occupiers of the Hall or Conservatory.

The hall is occupied by different user groups through the day and shut at night. The Fire and Rescue service is called to fire alarm activation at night, but not during the day when occupants or nearby members of the public would be expected to summon the brigade in the event of a fire.

Hazards

Kitchen

Oven - fixed
Dishwasher - fixed
Microwave - portable
Water heater – portable
Floor level Heater fixed
Extractor fan

Main Hall

3 Storage Heaters - fixed
Audio system – portable

Lobby

Storage heaters – fixed
Entrance fan heater – fixed

Toilets

Extractor fans fixed

First Floor Meeting Room

Water Heater – Portable
Storage heaters - fixed
WiFi- Power supply

Store Cupboards

Water Heaters – fixed
Fan Heaters – portable
Miscellaneous chargers
Power supply for Defibrillator cabinet.

Risks

All electrical equipment are potential sources of ignition, either due to faulty unit or inappropriate use. Regular checks and maintenance will reduce the risk of fire to an acceptable level.

Controls

Prevention

1. Fan heaters only to be used in the main meeting rooms
2. Kitchen appliances – use of oven requires constant supervision.
3. Installation testing every 5 years
4. Regular PAT testing.
5. No smoking
6. No naked flames without prior approval

Maintenance

7. Fire Alarm system to be regularly checked according to appropriate British Standard

Contractor – every 6 months

Trustees - weekly check of system

8. Emergency Lights and Fire extinguishers

Contractor – Annual checks

Action on Fire Alarm sounding or discovering fire

9. Evacuate and summon fire brigade. Check building is clear.

In the event of fire there is a maintained fire alarm system that provides early warning of a potential fire. There are posted Fire Alarm Procedures and signed exits. Hirers are required to brief members of actions required (evacuation) in the event of a fire.

Hirers to be informed of Fire Safety Plan in the event of a Fire. It is recommended that Hirers brief users about escape routes in the event of a fire and their responsibility to summon Fire Brigade.