

Shiplake Memorial Hall – Fire Safety Risk Assessment

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1. Purpose

This risk assessment has been produced by following the guidelines published by ACRE, (Action with Communities in Rural England), Information Sheet Section 37 - *Fire Safety in Village Halls* and the guidance provided in the Fire Protection Association booklet *Fire Safety in Village Halls & Community Centres*.

This document incorporates the feedback received from David Wright Associates Ltd following their inspection of the hall and assessment of Draft 1 of this document, (as detailed in their report dated 24th July 2007).

2. Background

Shiplake Memorial Hall was built in 1926 and is licensed for 220 maximum users in the main hall. It consists of a main hall with a stage and adjacent store rooms and toilets, a kitchen, a nursery hall (with its own toilets and heating system) and an adjacent leased flat (with its own kitchen, bathroom, cooking and heating systems). A 'not-to-scale' floor plan is attached as Annex A.

3. Fire Hazards

3.1 Potential Sources of Ignition

- 3.1.1 Kitchen & Old Kitchen Areas: Cookers, grill, water boiler, microwave, cooking operations, kettles & other electrical appliances that may generate heat and the gas hot water boiler
- 3.1.2 Main Hall & Nursery areas:
 - a. Radiators,
 - b. Portable lights & other portable appliances brought in by users, (eg projectors, additional lights, materials, demonstration equipment etc)
 - c. Cigarettes, candles & other naked flames, (brought in in contravention of hiring & use rules)
 - d. Permanent electrical equipment such as switchboards, computers and printers
 - e. Boiler in the nursery room
- 3.1.3 Plant Room: Gas boiler, main electricity supply & distribution board
- 3.1.4 Store Rooms: Lighting, heating and electrical switchboards
- 3.1.5 Arson: deliberate attempts to cause a fire within the building
- 3.1.6 Aircraft crash: (eg light aircraft practising aerobatics over the hall)

3.2 Sources of Fuel

- 3.2.1 Kitchen & Old Kitchen Areas: Towels & tea towels left near or on heat sources, cooking oil, uncleared discarded rubbish, packaging, sacks & wrapping, inflammable cleaning materials, alcohol
- 3.2.2 Main Hall & Nursery: Curtains, stage scenery & flats, wooden flooring & panelling, carpets, upholstery, costumes, banners, display boards, paper, (especially in the nursery), alcohol
- 3.2.3 Old Boiler Room: General detritus stored in the room, gas supply
- 3.2.4 Plant Room: Boiler & gas supply, main electricity distribution board
- 3.2.5 Store Rooms: Paper, upholstery, curtains, stage materials, costumes, banners, display boards, papers, boxes, wooden floors & panelling, old furniture, cleaning materials

3.3 Sources of Oxygen

- 3.3.1 Open and ill-fitting doors & windows

4. People at Risk

4.1 Main Hall

Users:

- a. Regular users (eg weekly users such as Pilatus groups, monthly users such as the WI and bi-annual users such as Shaddo)
- b. One-off hirers unfamiliar with the premises
- c. Cleaner(s) and Committee members
(All these groups may include people with disabilities)

4.2 Nursery

Users, including staff, children and parents, cleaner(s)

4.3 Kitchen

Users, (regular & one-off hirers), catering contractors, cleaner(s)

4.4 Flat

Tenants and their visitors and tradesmen

5. Risk Reduction & Protection

5.1 Risk Reduction

- a. Continue to enforce (via the conditions of contract), strict no smoking and no naked light bans throughout the building
- b. Continue to issue fire safety instructions to all users
- c. Maintain external and internal (illuminated) marking on emergency exit doors and ensure that they are kept clear of obstructions internally and externally
- d. Continue to prohibit the use of free standing, brought-in naked flame heat sources by hirers
- e. Regularly clear & remove rubbish and loose flammable materials throughout the building, including the tower and under floor voids
- f. Continue to ensure that all furniture and furnishings comply with the latest fire retardant regulations, removing any non-compliant furniture or furnishings
- g. Avoid using the under stage void and tower areas as general dumping grounds. Carry out periodic checks to ensure that only essential items are stored in these areas.
- h. Avoid storing loose paper, boxes and other flammable material in the store rooms, keeping essential papers within metal filing cabinets & cupboards
- i. Nursery staff to turn off computers and peripherals when not in use, rather than leaving them on standby
- j. Ensure that the cleaning materials continue to be correctly stored, away from potential sources of ignition and are not generating fumes that could ignite
- k. Ensure that curtains or other furnishings are not touching lights or radiators
- l. Keep the old boiler room and new plant room clear of rubbish at all times.
- m. Cleaners to indicate if flammable rubbish has been left within the building so that it can be cleared as a matter of priority

5.2 Protection

- a. Ensure that emergency exit signs and lights illuminate correctly
- b. Plastic instruction sheets are now located next to each exit summarising instructions in the event of a fire, including identifying the designated assembly area and the address and postcode of the hall
- c. Keep all exits clear at all times and regularly check operation of push bar doors
- d. Ensure that non-water based paints or other stage production related inflammable liquids are stored correctly and not in the under stage void or tower.
- e. Update as and when necessary, the parts of the hiring agreement relating to fire safety.

5.2.1 Fire Alarms

- a. A push button, break-the-glass activated audible only fire alarm system is installed with trigger units located at key points throughout the hall, lobbies, the nursery, tower and boiler room. It is tested regularly and the dates and results of the tests logged in the Fire Safety Record book. The main doors stay open once the fire alarm is triggered until reset. It is also professionally serviced bi-annually.

5.2.2 Fire Detection

- a. Smoke and heat detectors are installed throughout the hall, lobbies, toilets, nursery, tower and boiler room as part of the fire alarm system. (see diagram attached as Annex A for their locations)
- b. A member of the Management Committee or designated member of staff will test the fire alarm system regularly, recording the results in the Fire Safety Record book.

5.2.3 Emergency Lighting

- a. The positions of the emergency lighting are shown in Annex B.
- b. A member of the Management Committee or a designated member of staff tests the emergency lighting system regularly recording the results in the Emergency Lighting Record book.

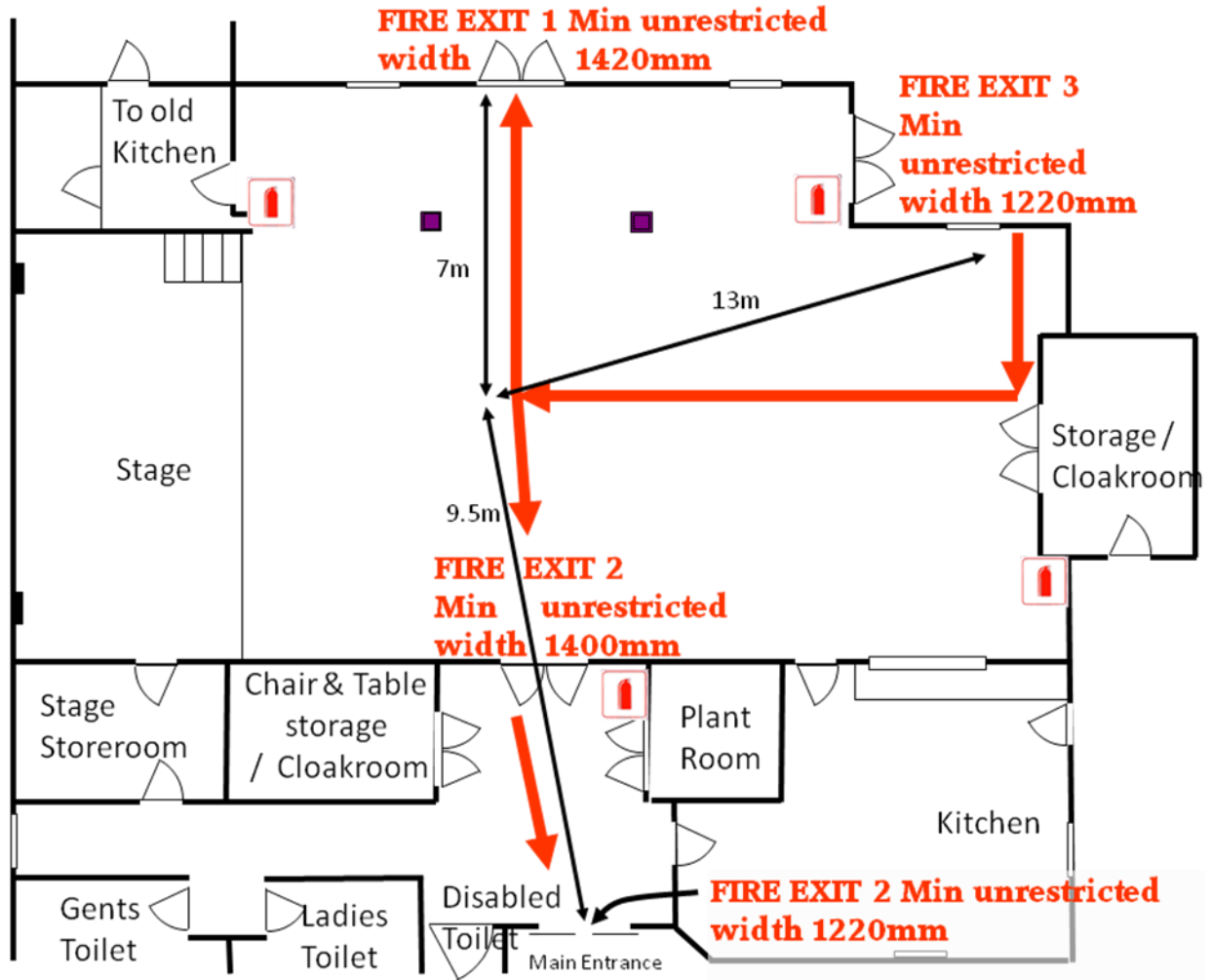
5.2.4 Fire Fighting Equipment

- a. The fire extinguishers are provided by RES of Caversham and inspected and tested by them annually in June.
- b. A fire blanket is provided in the kitchen and in the old kitchen. It is inspected annually by RES of Caversham.

6. Escape Routes & Evacuation

The capacity of the escape routes has been assessed in accordance with “HM Government Fire Safety Risk Assessment – small and medium places of assembly” reference 05 FRSD 03338 (b) issued May 2006.

Main Hall (see Figure 1 below)



6.1 Escape Route Capacities.

The worst case evacuation scenario is that of evacuating the main hall when laid out for seating. The maximum seated capacity of the main hall, excluding the stage area, is 184 persons. The minimum width of the exit route via the main entrance is 1220mm – this is sufficient to accommodate up to 230 people in normal risk premises, and is therefore more than adequate for the main hall, which is a low risk area.

6.2 *Travel Distances*

The travel distance to Fire Exit 1 is adequate for a normal fire-risk area. The greatest travel distance from the main hall is 22.5m to Fire Exit 2, of which 13m is a single escape route. This is less than adequate for a normal fire-risk area and therefore, in the case that Fire Exit 1 was not usable, Fire Exit 3 must also be in use when the main hall is laid out for seating and fully occupied.

In the case where the main hall is not laid out for seating then the travel distances to all exits are adequate and the use of Fire Exit 3 is not essential.

6.3 *Stage Area*

In normal use there will not be more than 10 people on the stage and they will evacuate through the main hall.

On occasions when significant numbers of people are likely to be on the stage, as in the case of children’s concerts or amateur dramatic productions involving children, then alternative exits may be available (eg via Green Room) and may be used in preference under controlled, defined evacuation conditions.

7. Action Plan & Training

7.1 *Action Plan*

The following actions should be undertaken in the order of priority indicated. Those in italics were previously identified and have been completed.

Number	Action
1	Periodically check for flammable rubbish in the building and clear it, together with any other obstruction or rubbish that may cause an evacuation risk – ongoing
2	<i>Adjacent to each exit, display plastic instruction sheets summarising what to do in the event of a fire, (including identifying the designated fire assembly areas). To include the address of the hall, (so that in a panic, one-off hirers can give the Fire Brigade the correct location). – done 1/08</i>
3	Keep the hire contract under review and update as necessary in light of operational experience. Continue to ensure that hirers are briefed on fire safety and have understood the rules. – ongoing
4	<i>Establish a formal Fire Safety Record Book, together with processes to keep it up to date. This must record all regular checks and inspections, provide a record of all fire safety related infrastructure work and copies of all certificates. – FSR book has been in use since 2008.</i>
5	<i>Appoint a member of the Management Committee to take responsibility for testing, inspecting, recording and where necessary, maintaining, and initiating the upgrading or replacing of the: fire precautions and the alarm, detection and fighting facilities and systems. – done 01/2008</i>
6	<i>Fire stop the pipe holes running from the boiler house under the stage and flat. Done and old boiler room now less risk since new boiler</i>

	<i>installed in plant room</i>
7	<i>Fit a “Break the Glass” audible warning fire alarm system with triggers adjacent to each entrance/exit. Demonstrate to representatives of all regular users and ensure that they identify designated person(s) to act as evacuation marshals. Test system regularly. – done 2008</i>
8	<i>Install linked smoke detectors and establish a regular testing regime. (These will be installed part of an integrated system provided to meet Recommendation 7). – done as part of system installation 2008</i>
9	<i>Install, new emergency lighting system – done 2008</i>
10	<i>Have the whole electrical installation, including the flat, checked and certified by qualified electrician. Repeat annually for the flat and bi-annually, for the rest of the building. Install CO detector in the flat. – processes set up to do boiler and electrical tests to comply with rented accommodation legislation from 2008</i>
11	<i>Ensure that a new (and if necessary upgraded) contract for the fire extinguisher provision and maintenance is established once the existing Chubb contract expires.- new contract placed with RES of Caversham</i>
12	<i>Overhaul/replace the external doors and fittings to ensure that the building is more secure. – done</i>
13	<i>Fit 30 minute fire doors and frames to both ends of the kitchen with appropriate closers.- Done as part of new kitchen & entrance foyer build Aug 2013</i>
14	<i>Fit fire resistant material above back of stage top lighting.</i>
15	<i>Provide additional guidance to users for events involving maximum seating capacity and/or significant numbers of people (particularly children) on stage.</i>

Training

- a. Arrange for the cleaners and representatives of all regular user groups to attend fire safety awareness briefing
- b. Make it a condition of hire that regular hirers, and especially the nursery team, carry out periodic fire safety evacuation drills- nursery are doing this

8. Review Procedures

16. Carry out fire safety checks, weekly, monthly and annually and keep a record in the *Fire Safety Record Book* detailing the checks, when they were carried out, who carried them out, any remedial action required and when this remedial

action was satisfactorily completed. Additionally, log all work undertaken to improve fire safety – ongoing process established

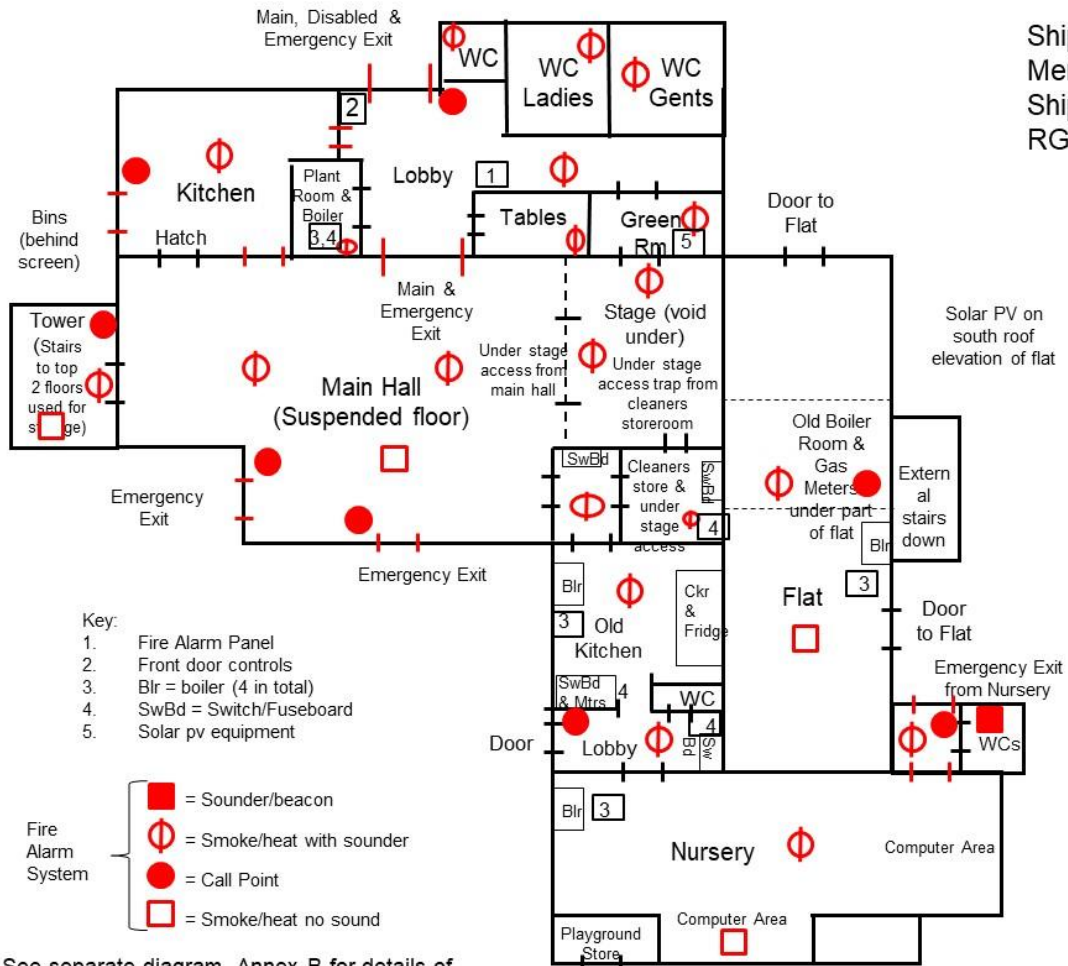
9. History

Issue Number	Date	Notes
Draft 1	6.6.07	For review by Specialist
Draft 2	10.9.07	Incorporating feedback from Specialists, (David Wright Associates Ltd)
Draft 3	14.11.07	Minor enhancements to reflect the quotes for an integrated alarm and detection system
Issue 1	19.3.08	Updated with actions taken
Issue 2	2.5.12	Updated with actions taken
Issue 3	16.9.13	Updated to take account hall modernisation completion, new toilets, lobby, front entrance, plant room with new boiler and new kitchen, & new store room
Issue 4	26.9.13	Added Section 6 Escape Routes
Issue 5	7.4.15	Added new Call Point in Kitchen
Issue 6	5.2.18	Remove references to hall manager & update emergency light diagram

Annex A

Shiplake Memorial Hall Outline Floor Plan – Not to Scale

Shiplake Memorial Hall
 Memorial Avenue
 Shiplake, Oxon
 RG9 4DW



Annex B

Emergency lights are provided over all exit doors.

