

FIRE RISK ASSESSMENT

Wintringham Community Hall Wintringham, North Yorkshire YO17 8HX

The new community hall was built in 2015 and officially opened on 30th January 2016. The single storey building is of brick and tile construction with a total area of 340m², divided into a large rear hall (200m²), meeting room, kitchen, store rooms and WCs (see diagram). The building has been constructed to meet all current fire regulations, and is fitted with a fire alarm and 5 new fire extinguishers (3 foam, 1 powder and 1 CO₂) are located in various strategic points throughout the building. The building is all electric and heated by air source heat pumps located exterior to the building. An automatic fire shutter is fitted to the kitchen. There are 3 fire exits from the main hall, a fire exit from the kitchen area and a fire exit through the main entrance all clearly signed and lit with emergency lighting. A fire inspection was undertaken on 9th January 2016 and certificate issued on that date. A copy of the certificate is kept on file on the premises.

The premises will be available for use or hire on use a daily basis once fully operational. **(The Maximum Safe Occupancy is 400 people)**

Identified Hazards

There are few identifiable hazards. Disabled access was part of the building design. Heating is via air heat source pumps and the kitchen is all electric. There are no stored flammable materials, fuel, or, sources of oxygen.

The only potential hazards will come from outside sources during hire or use of the hall for which warnings will need to be in place.

People at Risk

The community hall is available for use by organised groups and members of the public. All ages and disabilities will have access and use of the building.

Hazard Evaluation

- No flammable liquids should be stored on the premises.
- Smoking is not permitted in the building.
- All electrical items used in the building including those brought in by external users should comply to electrical safety regulations and have been checked by a suitably qualified electrician.
- All users and occupants of the building should be made aware of the fire plan and evacuation procedures in case of fire
- Fire doors should not be obstructed and kept closed at all times
- Car park exits to be kept clear to allow access for emergency services
- There is currently no emergency phone

Recording and Training

- Fire alarm to be tested weekly and recorded in the log book
- Fire action notices to be prominently displayed in the entrance hall, main hall and kitchen.
- Fire extinguisher training for nominated members of the committee

Review Procedures

Review yearly from date of signature to assess usage and any change to risk

Signed

Date.....

Signed

Date.....

FIRE ACTION NOTICE

IF THE FIRE ALARM SOUNDS

LEAVE IMMEDIATELY VIA THE NEAREST FIRE **EXIT** AND
PROCEED TO THE ASSEMBLY POINT IN THE FRONT CAR PARK
LOCATED TO THE LEFT OF THE BUILDING.

ENSURE ALL FIRE DOORS ARE CLOSED ON EXITING THE
BUILDING

REPORT TO THE PERSON IN CHARGE OF THE ASSEMBLY
POINT

DO NOT RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS
GIVEN



DO NOT STOP TO COLLECT PERSONAL BELONGINGS
NEVER ENTER THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO
DO NOT TAKE RISKS

FIRE INSTRUCTIONS TO GROUP ORGANISERS

IF THE FIRE ALARMS SOUNDS

ENSURE ALL OCCUPANTS* LEAVE THE BUILDING IMMEDIATELY VIA THE NEAREST FIRE EXIT AND INSTRUCT PARTICIPANTS TO GATHER AT THE DESIGNATED FIRE ASSEMBLY POINT IN THE CAR PARK

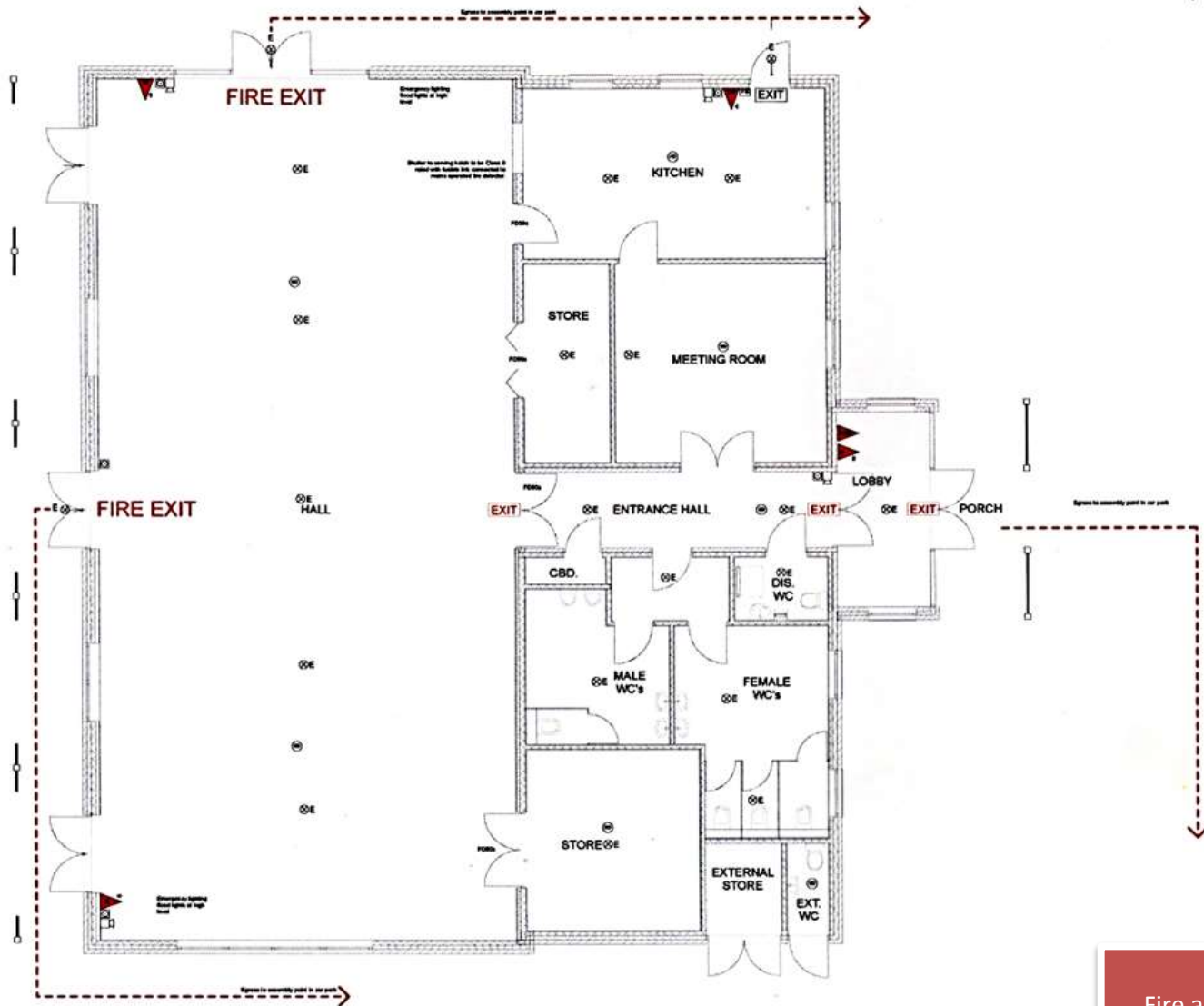
INFORM THE COMMUNITY HALL SECRETARY OR CONTACT NUMBER PROVIDED AND AWAIT FURTHER INSTRUCTIONS

IN THE EVENT OF FIRE

DIAL 999 AND CALL THE FIRE BRIGADE IMMEDIATELY

IF POSSIBLE TACKLE THE FIRE USING THE APPLIANCES PROVIDED BUT DO NOT ENDANGER YOURSELF OR OTHERS IN DOING SO

- **NOTE: PLEASE ENSURE THAT ALL PARTICIPANTS ARE REGISTERED SO THAT IN THE EVENT OF EVACUATION ALL THOSE ATTENDING CAN BE ACCOUNTED FOR**



Fire assembly point

Winttingham Community Hub FIRE PLAN