**WILLASTON MEMORIAL HALL**

REGISTERED CHARITY NUMBER 520090

**FIRE RISK ASSESSMENT**

July 2023

**Introduction**

Willaston Memorial Hall is a registered charity managed by a Committee of Management comprising Trustees, the majority of whom are appointed by the prime users of the Hall. Under normal operational conditions the Committee meets every other month. Special meetings can be called, preferably with seven days’ notice. The names of the current Trustees and the elected officers who manage the day to day affairs of the Hall can be found on the Hall’s website ([www.willastonmemorialhall.co.uk](http://www.willastonmemorialhall.co.uk/))

The Hall has no paid employees. Regular cleaning is undertaken by a self-employed cleaner and maintenance is dealt with by specialist companies, as required. This document has been produced in the interest of promoting the safe use of the Hall and its facilities.

**Description of Premises**

Willaston Memorial Hall is a stone-built single-story community building situated on the Green, Neston Road, Willaston. The building comprises an entrance hall, a committee room, boiler/storage room, separate men’s, women’s and accessible toilets, a small storage room off the entrance hall, a separate kitchen with a serving hatch, the main hall, a boiler/storage room (for furniture and other equipment) and a storage room for the Playgroup’s equipment. The Premises Licence stipulates that the maximum number of persons permitted to use the premises at any one time shall not exceed:

(a) For all purposes: 135 persons

(b) For dancing: 100 persons

(c) For functions utilising seating at tables: 100 persons

(d) For purposes combining (b) and (c) above: 80 persons

(e) For closely seated audience (moveable seating): 160 persons

The capacity of the committee room is 25. The Hall is available to hire for both private and public events and is licensed for the following activities (and similar entertainments) indoors: the performance of plays; the exhibition of films; indoor sporting events; boxing or wrestling entertainment; the performance of live music; and the performance of dance. It is also licensed for the playing of recorded music both indoors and outdoors. It does not hold a licence to serve alcohol, although users may apply for a temporary alcohol licence with the permission of the Trustees.

There is public car parking to the front of the building, with space for approximately 25 cars and further parking in a public car park at the rear of the Hall. There are emergency exits leading directly out of the building from the north and south sides of the Hall and there are disabled ramps at both the front and rear of the building.

The area to the side and rear of the building is enclosed and mainly laid to artificial grass; access to this area is from the rear of the building and by a gate at the front.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities. A written agreement between the Memorial Hall and the hirer forms the basis of the hiring arrangement. The booking form and rules of hire draw hirers’ attention to the health and safety and licensing obligations that the booking places upon them. Hirers are expected to meet the requirements of licensing conditions.

**Principal Uses of the Hall**

The Hall is used for a wide variety of functions which cover, but are not limited to, a pre-school playgroup, children’s interest organisations, special interest groups and societies, meetings, private parties, weddings, music recitals and charity fund- raisers.

The Memorial Hall Management Committee encourages 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.

This Fire Risk Assessment has been carried out by the Memorial Hall Management Committee to cover all aspects of the Hall and, in particular, for those hirers who are not familiar with the layout and equipment.

The 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 available to all Hall users and is also on the Hall’s noticeboard and is attached as Appendix A to this document.

**Fire Assembly Points**

The fire assembly point is to the right of the Hall, on the small green across Hadlow Road, by the Willaston Millstone

**Maintenance**

A full annual maintenance inspection will be carried out to include all fire-fighting equipment, smoke alarms system, emergency lighting and emergency exits, prior to June of each year. All equipment will be replenished or replaced at this inspection should the equipment be deemed not fit for purpose or there is a legislation change.

**Review**

This Fire Risk Assessment will be reviewed by the Management Committee annually

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| --- | --- | --- | --- |
| Probability (P)  5 >75%  4 50-75%  3 25-50%  2 1-25%  1 <1tc | Severity (S)  5 Multiple death/injuries  4 Single death  3 RIDDOR major injury  2 RIDDOR 7 day  1 Minor injury/first aid | **Calculation of Risk ®**  Probability  Severity | Action Level  Low- no action  Medium – justify/review each day  High - immediate action/further controls needed |

| **Hazard** | | **Who is at Risk** | **P** | **S** | **R** | **Fire Prevention Controls** | **P** | **S** | **R** | **Actn Lvl** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sources of Ignition** | | |  |  |  |  |  |  |  |  |
| Arson – especially at night or in unlit areas which may be undetected until fire is established | Staff, trades people, hall users, disabled persons, children and passing members of public including local residents | | 1 | 5 | 5 | No unauthorised access. Everyone accessing the hall has been given prior authorisation except for break in.  Appropriate security lighting in unlit areas. CCTV is installed.  Locking mechanism installed except on emergency routes  All hirers have been made aware of emergency exit plans and plan of fire-fighting equipment  Fire detection system in operation – replacement panel installed in 2021.  No history of problems in the locality | 1 | 4 | 4 | Low |
| Catering/Cooking accidents | Staff, trades people, hall users, disabled person, children and passing members of public including local residents | | 2 | 5 | 10 | Use of deep fat fryers/cooking oil limited use only.  Fire blanket available in kitchen area  Use all PAT tested equipment and keep ‘cooking’ to a minimum | 1 | 3 | 3 | Low |
| Electrical fault condition leading to shorting and sparks | Staff, trades people, hall users, disabled persons, children and passing members of public including local residents | | 2 | 4 | 8 | Electrical testing in place for all appliances annually  Fire equipment subject to routine annual maintenance checks and equipment available for electrical fires.  Full electrical inspection carried out every 5 years with certificate displayed in main foyer | 1 | 4 | 4 | Low |
| Naked flame | Staff, trades people, hall users, disabled persons, children and passing members of public including local residents | | 1 | 5 | 5 | Naked flame only allowed by exception if it is an essential part of the display/stall/stand at an event e.g. candles.  All naked flames have to be out of the reach of the public.  Fire risk assessment required to gain relevant permissions prior to the event | 1 | 3 | 3 | Low |
| Smoking | Staff, trades people, hall users, disabled persons, children and passing members of public including local residents | | 1 | 3 | 3 | No Smoking venue including e-cigarettes  Signs are displayed around the venue | 1 | 3 | 3 | Low |
| **Sources of Fuel** | | |  |  |  |  |  |  |  |  |
| Compressed gases e.g. helium for balloons | Staff, trades people, hall users, disabled persons, children and passing members of public including local residents | | 2 | 3 | 6 | LPG gas is not permitted.  Other gases only permitted by pre-arrangement with the WMH Management Committee – only a single cylinder may be kept on site and used only outside of event open hours. Spare cylinders must be kept in area outside and agreed by the fire officers.  All cylinders must be removed at the end of the event | 1 | 3 | 3 | Low |
| Gas Leak | Staff, trades people, hall users, disabled persons, children and passing members of public including local residents | | 2 | 5 | 10 | Ensure gas boilers and cooking appliances are maintained annually with inspection certificate obtained. | 1 | 3 | 3 | Low |

**Fire Response Controls**

**Committee**

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| List the arrangements you have made to deal with an emergency fire situation   * Emergency procedures are communicated to all hirers of the hall along with a plan of the fire-fighting equipment and assembly points. Please see appendix A * Emergency exits are shown on the plans * Fire Call Points will be checked weekly and recorded in fire log – 1 out of 4 on a rotational weekly basis. * Emergency lighting will be checked monthly * Weekly cleaning will ensure to keep emergency exits clear * Regular uses are advised to carry out their own fire risk assessments * Fire alarms, fire-fighting equipment, smoke alarms and emergency lighting are serviced annually. |

**Venue**

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| List the venue’s fire response arrangements   * Automatic fire protections systems (alarms) * Fire-fighting equipment (hoses and extinguishers) |

Reviewed and approved by the WMH Management Committee on 11 July 2023

Date for next review: July 2024

Appendix A

