

# **Tudorville and District Community Centre Fire Safety Risk Assessment**

**14.11.22**

## **Description of Premises**

The TDCC is a brick-built single story community building situated in Tudorville on the side of the Walford Road. The TDCC is run by a Management Committee of local volunteers. The committee consists of representatives elected members of the public, and its members are Managing Trustees of the Hall.

The building comprises an entrance area, separate men's, women's and disabled toilets, three storage rooms (for furniture and other equipment), a meeting room, and a separate kitchen (with one large serving hatch). The main hall can hold about 120 people standing (or 80 sitting) and is available to hire for both private and public events.

There is a car park to the front of the building, with space for approximately 20 cars (plus 2 disabled spaces). There are emergency exits leading directly out of the building from the meeting room, main hall and kitchen. The premises meets all the requirements of the current Disability act and is licensed for both indoor entertainment.

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 TDCC and the Hirer forms the basis of the Hiring arrangement. The Booking Form and Rules 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 TDCC is not licensed for the sale of alcohol. Hirers are responsible for arranging temporary event licenses (if required) and for meeting the obligations of the license.

## **Principle Uses of the TDCC**

The TDCC is used for a wide variety of functions. These cover, but are not limited to mother & baby / toddler group, Martial Arts Clubs, general meetings, Youth Club, Lunch Club, private parties, Community Church, Community Warm Space, Yoga, dance classes, summer fates etc.

The TDCC Management Committee will encourage all regular users of the TDCC 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 done by the Management Committee to cover all aspects of the TDCC, but in particular for those Hirers who are not familiar with the layout and equipment.

The Management Committee encourages Hirers to make themselves aware of the exit routes, the fire fighting equipment and the plan of the TDCC detailing the location of the equipment and the escape routes.

## **People at Risk of Fire**

It is the responsibility of hirers to ensure the TDCC is securely locked after use, so the building should never be left open and unoccupied. The main door is fitted with a security lock, with access to keys being controlled by the caretaker and committee.

Fire exit doors to the kitchen and main hall are fitted with turn knob and the meeting room a push bar

**Staff:** The TDCC employs a caretaker

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

**TDCC Users (up to 120 inside at any time):** These will generally be familiar with the hall. Those that are not will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has easily identifiable fire exit at the entrance to the main hall. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. The fire exits are clearly marked. The kitchen exit is fitted with a turn knob to unlock and the meeting room fire escape door has a push bar.

**Disabled Persons:** At a typical function there may possibly be a limited number of disabled persons. It is the responsibility of TDCC hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are accessible to wheelchairs.

**Children:** It is the responsibility of hirers to ensure all children within the TDCC are supervised and that they are given adequate assistance in the event of an evacuation. Regular user groups are expected to have carried out their own Fire Risk Assessment.

**Other Members of the Public (who are not using the hall):** Members of the public may walk past the hall.

## Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
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, ceiling tiles).	Open to the air
Oil leak in mains supply to boiler	Any combustible materials close to the boiler	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. electric hob, oven, fridge, hot water boiler, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas 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
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

Fire Hazard	Likelihood1- low 5- high	Risk to people from fire hazard	Measures to avoid or reduce	
			The Hazard	Risk to People
Fire inside the building.	3	Smoke inhalation, burns, death.	<p>Ensure sufficient and correct fire fighting equipment is available and that a qualified practitioner inspects it at least once per year</p> <p>The location of fire fighting equipment and exits are clearly marked on a plan of the building, which is published on the notice boards.</p> <p>Ensure suitable fire detection equipment is installed and maintained.</p> <p>The Management Committee will take the advice of the inspection of a fire practitioner to increase, change or move location of the fire detection/fighting equipment as appropriate.</p> <p>A test of continued illumination in the event of a power failure will be carried out quarterly.</p> <p>Ensure that the TDCC furnishings are made of a suitable non-combustible material or of a material that has been fire proofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc.</p> <p>TDCC users will be asked to remove all their rubbish when they leave the building [i.e emptying any bins].</p>	<p>Ensure users/hirers know how to evacuate the building, where the fire fighting equipment is located and where the assembly points are.</p> <p>Also ensure the hirers know that they must organize a fire marshal to check the building has been vacated and that the fire brigade has been called out [as appropriate].</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 and log the results.</p> <p>Ensure a record of key holders and of those hirers [group names] that have been given temporary access to a key is kept by date and session [times].</p> <p>Users will be made aware of their responsibilities under the premises license [via the booking process].</p> <p>Regular user groups will be advised that they should carry out their own Risk Assessment and that a copy should be lodged with the management committee. Whilst the management committee will advise and encourage, it cannot be held responsible for a group</p>

				not carrying out their own Risk Assessment.
Fire on the premises outside the TDCC.	1	Evacuating people towards the source of the fire		
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 stage lighting system) and the overall power supply to the TDCC at least once every five years. A Certificate of Inspection will be obtained for each inspection.	
Gas leak in mains supply to boiler	1	Explosion	Ensure that the 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 will be enforced throughout the premises. No Smoking signs will be strategically placed throughout the building.	
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 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.		
Arson	1	Smoke inhalation. Burns.	Ensure appropriate level of security lighting (sensor operated) is installed and maintained. Ensure hirers are aware of their responsibility for the TDCC during their occupation and take reasonable steps to prevent wilful damage.	