



**Raising Awareness – Reducing Risk**

**PELHAM VILLAGE HALL, PENALLT,  
MONMOUTH, NP25 4AH**

**This Risk Assessment should be kept up to date and made  
available for inspection by the Fire Authority**

It is the policy of Pelham Hall Committee to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from activities in the Hall.

Pelham Hall Committee will provide and maintain safe and healthy environment for all Hall users, including customers, contractors, and cleaners.

<b>Property / Business Name</b>	<b>Pelham Village Hall</b>
<b>Address Line 1</b>	<b>Moorcroft Road</b>
<b>Address Line 2</b>	<b>Penallt</b>
<b>Town</b>	<b>Monmouth</b>
<b>Post Code</b>	<b>NP25 4AH</b>
<b>Contact Name 1</b>	<b>Ian Bristow</b>
<b>Contact Name 2</b>	<b>Simon Angell</b>

Pelham Hall Committee will give a high level of commitment to health and safety and will comply with all statutory requirements.

# FIRE RISK ASSESSMENT - 2022

## 1 PREMISES PARTICULARS

**Premises Name:** PELHAM VILLAGE HALL

**Address:** PENALLT, MONMOUTH, NP25 4AH

**Tel no:** NO PHONE AT PREMISES  
(Apart from emergency mobile  
phone in lift T 07900 623868)

**Use of Premises:** VILLAGE HALL, TENNIS  
CLUB & CRICKET CLUB, REGULAR  
HIRERS, AD HOC HIRERS

**Owner/Employer/Person in control of the  
workplace:**  
PELHAM HALL MANAGEMENT  
COMMITTEE

**Date of Risk**

**Assessment:** 28/09/2022

**Date of**

**Review:** 11/10/2022

**Name & relevant details of the person who carried out the Fire Risk Assessment**

Ian Bristow, (Premises Manager) Simon Angell

## 2 GENERAL STATEMENT OF POLICY

It is the policy of the Pelham Hall Management Committee to undertake all reasonable actions to protect persons, including employees, hirers, volunteers and members of the public, from potential injury and damage to their health that might arise from approved activities in Pelham Hall (Hall).

The Hall Management Committee will provide and maintain a safe and healthy environment for all Hall users including hirers, contractors, cleaners, volunteers and members of the public.

The Hall Management Committee will give a high level of commitment to health and safety and will comply with all statutory requirements.

**Signed:**

**Print Name:**

**Date:**

**Commentary:**

The Fire Safety Management plan was originally written in March 2016 and is kept in the Hall folder, located in the foyer.

It confirms that a fire risk assessment was initially completed to ensure adequate fire safety procedures and equipment was implemented and that it will be reviewed annually. Significant findings and all actions to address any deficiencies identified by the fire risk assessment process will be prioritised and recorded in Section 20 of this document.

Although the Hall trustees have overall responsibility for fire safety matters and as such have equal responsibility, the Premises Manager is responsible for fire safety matters which includes the Fire Risk Assessment and all matters appertaining to it.

This person will be responsible for:

- Deciding the fire safety protective and preventative measures;
- Informing other responsible persons what these are;
- Ensuring they are implemented and communicated to other employees;
- Ensuring co-ordination between other responsible persons.

Fire Safety will be a fixed agenda item for the 2-monthly Hall meetings.

The other responsible person(s) are shown on the attached list of contacts.

## 4 GENERAL DESCRIPTION OF PREMISES

### Description:

The Hall is a 2-storey building, built in 1992, of concrete blocks with two internal wooden staircases. Fire-resisting walls and doors protect the staircases. All internal walls have been reported to be fire-resistant.

The building comprises:

- Ground floor: a sports (main) hall, changing rooms, toilets, main kitchen (full cooking facilities, dumb waiter lift, dishwasher, fridge freezer, hot water boiler, prep fridge – all electric only) and store rooms and a lift (run off 13A plug).
- First floor: 2 meeting rooms (Committee Room and Tennis Club), a kitchenette (2 microwaves, 2 electric kettles, 1 portable hot water boiler, 1 portable electric induction hob, dishwasher, mini fridge), Bar (2 fridges, 1 mini freezer, 1 glass washer, 1 mini coffee machine) Lounge Bar, and toilet/store. (Please refer to the separate PAT log for the master list of equipment and safety testing history.)

Fire assembly point is in the Tennis Club car park opposite the front porch which is identified by the correct signage.

### Occupancy

**Times the Premises are in use:** 07.30hrs to 01.00hrs

**The Total Number of persons Employed within the premises at any one time:** 2 cleaners for 1.5hrs p/wk, supervised casual bar/kitchen staff at an occasional event.

**The Total Number of persons who may resort to the premises at any one time:** Varies, approx 200 max

### Size

**Building footprint (Metres x Metres):** 21m x 17m

**Number of floors:** 2

**Number of Stairs:** 2

## 5 FIRE SAFETY SYSTEMS WITHIN THE PREMISES

### Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)

Break-glass system to BS5839 (1988). 7 units: 4 on ground floor, 3 on first floor (marked green dot on attached plan).

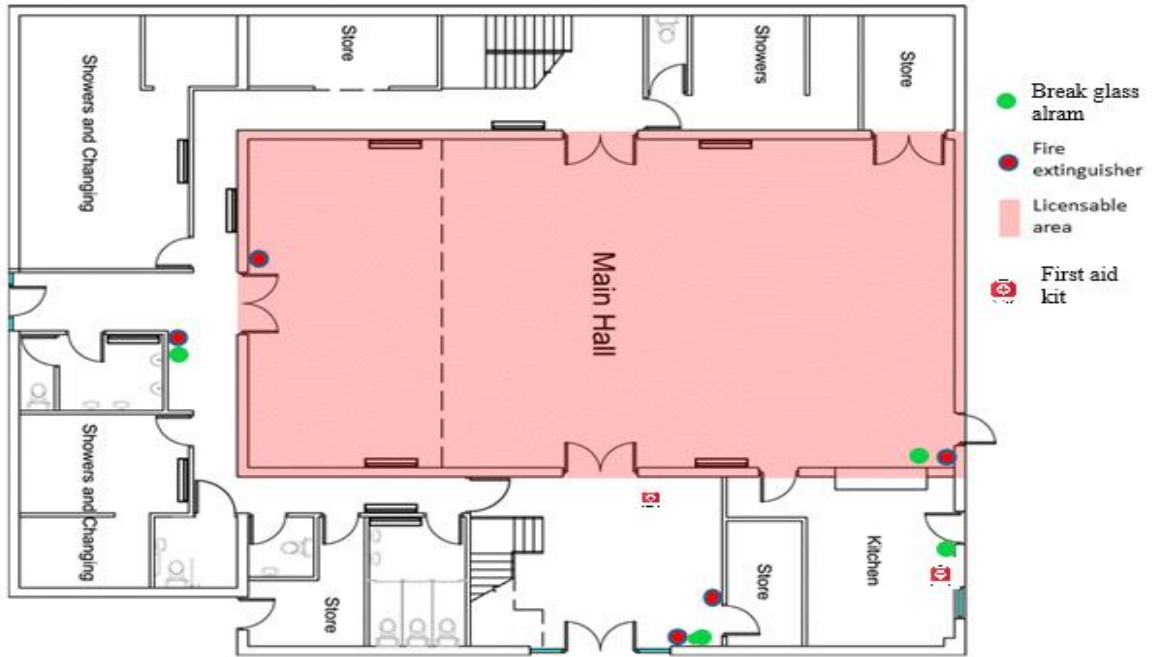
- 12 fire bells: 4 on first floor, 8 on ground floor.
- 2-zone Fire control panel is situated on front North wall on ground floor within main kitchen above the electric circuit board cupboard.
- 3 battery powered smoke alarms: 1 in each kitchen and 1 in bar

### Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

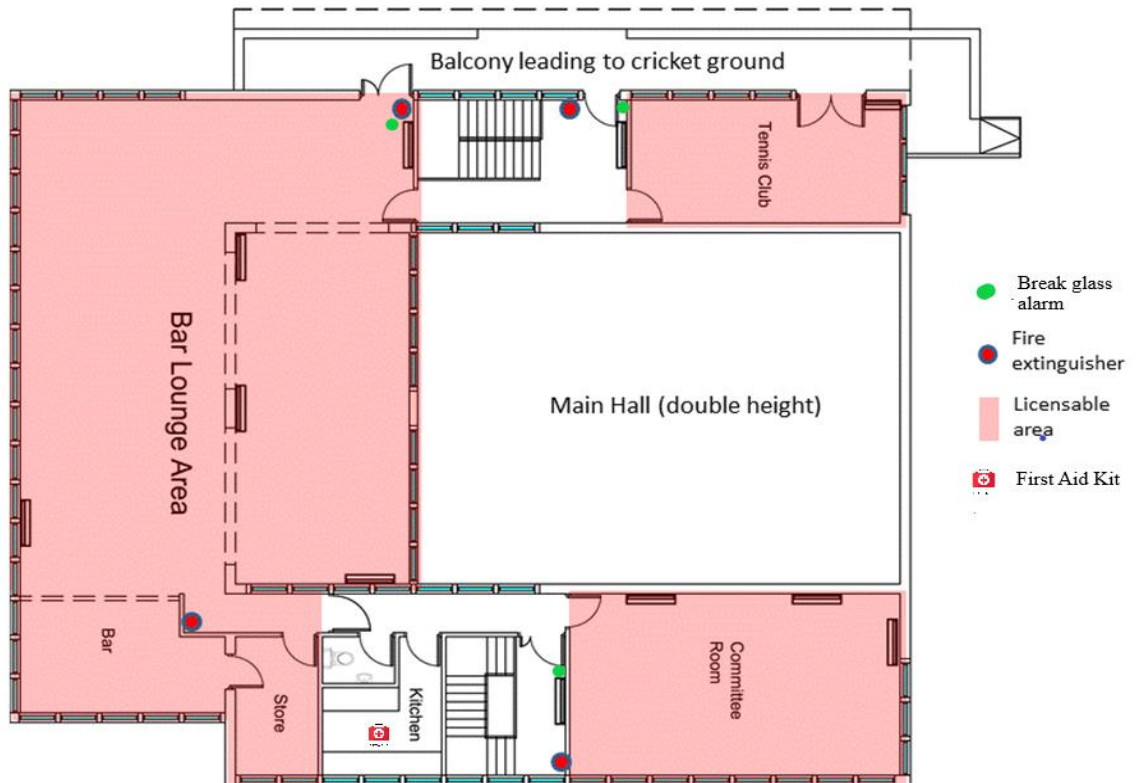
Non-maintained Emergency lighting 3 hour to BS5266: 30 in total, 14 on first floor, 11 on ground floor, 1 outside front entrance and a further 4 over fire exits to outside the building

# 6 Plan Drawing

## Licensed area - ground floor



## Licensed area – first floor



**Sources of Ignition:** There are no significant ignition sources within the Hall. No gas or oil to the premises. Smoking is not allowed in the building. The electric radiant heaters in the main hall are approximately 3m above ground level. They are switched on/off manually from outside the main hall in the ground floor kitchen control cupboard. There are electrical appliances within the kitchens, bar, bar store, Lounge Bar, Tennis Room, & Committee Room and front foyer (lift).

**Sources of Fuel:** Upholstered seating and wooden tables on both floors. Gym mats within the ground floor ladies' changing room, 3 table tennis tables. Indoor bowls mat & wooden staging within main hall store room. Items stored under stairs, room dividers in foyer. Costumes hung on clothes rail in loft above Committee Room. Books/bookshelf in the Lounge Bar. Solid fuel for the food warming trays is in small metal canisters with tight fitting lids and kept in the ground floor cellar/store room. Cardboard boxes are squashed and put into recycling bags and removed after each event. Waste bins are emptied weekly by the cleaners and the waste bags removed from the building.

Note: Hirers take home their waste at the end of their event as part of their hiring agreement.

**Work Processes:**

The work processes are commensurate with a village hall i.e. social activities only. A competent electrician maintains all the electrical equipment that is PAT tested annually; the building's electrics are tested five-yearly. Records kept in Pelham Hall Fire Safety folder & computer, with a reminder in Section 20 of this document. The kitchens pose the main potential fire hazard but all cooking is done on electrical appliances and there are no naked flames. There is no oil or gas to the premises. The policy is to switch off all electrical equipment at night.

**Structural features that could promote the spread of fire:**

Wooden, non-open tread staircases – these are in areas protected by fire doors and solid walls and plaster boarded underneath.

Dumb waiter in ground floor kitchen is enclosed with pink fire-retardant plasterboard under tiles; doors kept closed and switched off when not in use.

There are no false ceilings but there are loft spaces with access hatches in ceilings of first floor corridors, bar area, Committee Room & Tennis Room.

The lift in the front foyer is powered by a 13amp plug.

## 8 IDENTIFY PEOPLE AT RISK

**Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:**

GENERAL: there are adequate fire doors that would contain a fire within its zone.

Employees:

- Cleaners – two work together regularly, so they are never on their own in the building and carry mobile phones.

Others:

- Those on bar duty (normally volunteers, occasionally paid staff) who could be on their own at the beginning/end of functions but would be familiar with the layout of the building.
- Those preparing for a function, e.g. setting up rooms, using the kitchens.
- Kitchen staff & guest kitchen staff.

People who are unfamiliar with the premises – guests, visitors, hirers, and contractors: there is adequate fire safety signage.

Hirers are responsible for their guests and are made aware of the Fire Procedure when hiring the premises. The Premises Manager or a Trustee usually opens the building for contractors and stays within the building whilst work is carried out. Most contractors are familiar with the building's layout and carry mobile phones. Large internal events have the escape plan explained on each event.

People who are unable to escape unaided (physically or mentally disabled people, young children, and babies:

- Children and babies are required to be accompanied by adults.
- Physically disabled: the fire exits on each floor exit straight on to ground level. The lift will work on battery back-up if the mains power cuts out when the lift is being used. There is signage saying not to use the lift in event of fire. (The correct function of the lift is included within the monthly fire safety checks)
- Mentally disabled: are required to be accompanied by responsible adults.

Other persons who are in the immediate vicinity of the premises: The building is isolated, and those in the immediate vicinity are normally those using the facilities, e.g. cricket/tennis players.

In case of fire, those at significant risk are:

People in the first floor Committee Room as there is no external fire exit from that room other than the door to the corridor, which is immediately beside the fire door leading to the front stairs.

A FIRE EVACUATION PLAN WITH ESCAPE ROUTES is located on the wall next to the door.

People in the ground floor Kitchen. There are 2 escape options a) through the fire exit door into the Foyer next to the kitchen and out of the front entrance or b) through the fire exit door into the main hall and immediately right to the push bar fire exit to the outside. There is also an external access door (not a fire door) from the kitchen that is usually locked but may be already open for ventilation during cooking.

A FIRE EVACUATION PLAN WITH ESCAPE ROUTE is located on the door.

Kitchenette, first floor: users should go through the kitchenette fire door to the corridor, turning right and through the fire door to the front stairs and down to the Foyer and entrance doors to the outside.

A FIRE EVACUATION PLAN WITH ESCAPE ROUTE is located on the wall.

Bar: Bar staff should exit the building through the Bar Lounge and through the fire exit to the rear of the building overlooking the cricket pitch.

A FIRE EVACUATION PLAN WITH ESCAPE ROUTE is located on the door.

## 9 MEANS OF ESCAPE – HORIZONTAL EVACUATION

### Commentary:

All those using the hall on a regular basis are made aware of what action they should take on hearing a fire alarm.

There are sufficient fire exits of suitable width from the premises that will allow all persons resorting to the premises to evacuate in the event of a fire. There are no dead-end corridors.

It is anticipated that a fire in the building would be a slow to medium growth fire involving carbonaceous materials.

All door fastenings can be easily opened at all material times and all escape routes lead to a place of safety.

Emergency Lighting lights all escape routes. On both floors there are emergency exits to ground level outside.

On the ground floor the THREE emergency exits are as marked on plan, one on each side of the building, and one at the front, leading out to the car park. On the first floor the TWO emergency exits are at the rear of the property, leading out to the veranda at ground floor level and on to the cricket field.

## 10 MEANS OF ESCAPE – VERTICAL EVACUATION

### Commentary:

Emergency exits can be accessed by the ground floor or first floor via either of the 2 staircases or the lift in the foyer (if in use when the fire alarm sounds).

FIRST FLOOR: TWO emergency exits are at the rear of the property, leading out to the balcony at ground floor level and on to the cricket field.

GROUND FLOOR: THREE emergency exits are as marked on plan, one on each side of the building, and one at the front, leading out to the car park.

Both staircases are protected by fire doors from other parts of the building.

Major events that could alter normal escape routes, are reviewed on a case by case basis.



## 11 FIRE SAFETY SIGNS & NOTICES

### Commentary:

There are adequate fire safety signs and notices in the premises.  
All exit routes and fire safety equipment are adequately signposted.

## 12 FIRE WARNING SYSTEM

**Commentary:** The current fire warning system is a Break-Glass so it is dependent on a person activating the system when a fire is discovered.

There are 12 fire bells located throughout the building as marked on the attached location plans.

There is no automatic fire detection system. However, telephone advice (2017) from the Fire Safety Officer at S Wales Fire & Rescue Service suggested this was not necessary as the building is a non-residential village hall and therefore low risk. There are sufficient fire exits to a safe place and no dead end corridors.

Battery operated Smoke alarms are located in the Ground Floor kitchen, First Floor kitchen and bar (tested monthly along with the 7 break-glass fire alarms boxes and the emergency phone in the lift).

## 13 EMERGENCY LIGHTING SYSTEM

**Commentary:** There is an adequate Emergency Lighting System which was improved and extra lights added in 2014. The system is maintained by an electrician.

There are 24 Emergency Lights and 10 Emergency Exit signs which are lit.

All emergency exits have a lit emergency exit sign. The emergency exit doors to the outside are lit externally (5).

In the main hall there are 3 Emergency Exit signs and a twin Emergency Light on one wall. There are no Emergency Lights on the (very high) ceiling.

## 14 FIRE FIGHTING EQUIPMENT

### Commentary:

There are fire extinguishers located throughout the premises as listed below and located on the plans.

H<sub>2</sub>O – 6

CO<sub>2</sub> – 5

Fire Blankets: 1 in GF kitchen.

All are serviced annually by a competent contractor (Artius) and replaced or upgraded as required. The servicing log is held in the Hall folder located in the Foyer.

All fire safety equipment is labelled with an Asset Reference number and a master record is contained within the Asset section (P13) of the Fire Safety Log, located in the foyer.

**Is there a maintenance programme for the fire safety provisions in the premises** Yes

**Commentary:** Fire extinguishers/blankets maintained annually Artius.

Fire alarm system maintained by electrician. Fire safety checked monthly by Premises Manager.

All records are within Fire Safety Folder kept on desk in foyer and on computer.

**Are regular checks of fire resisting doors, walls & partitions carried out** Yes

**Commentary:** Monthly by Premises Manager

**Are regular checks of escape routes & exit doors carried out** Yes

**Commentary:** Monthly by Premises Manager

**Are regular checks of fire safety signs carried out** Yes

**Commentary:** Monthly by Premises Manager

**Is there a maintenance regime for the fire warning system** Yes

**Commentary:** Premises Manager checks system monthly. Electrician maintains when required.

**Is there a maintenance regime for the emergency lighting system** Yes

**Commentary:** Monthly by Premises Manager to check for faulty Emergency Lights and then arranges for new LED lights to be installed.

1-hour check done quarterly and 3-hour check half yearly. Details recorded on Monthly Fire Inspection Record kept in Fire Safety Folder in Foyer.

**Is there maintenance of the fire fighting equipment (By competent person?)** Yes

**Commentary:** Annually by Artius. A reminder of the next service is contained within Section 20 of this document.

**Are records kept & their location identified** Yes

**Commentary:** All records in Fire Safety folder in desk in Foyer.

## 16 METHOD FOR CALLING THE FIRE SERVICE

### Specify:

By a person using a mobile phone as there is no landline in the building. There is an emergency mobile phone located and labelled in the lift.

There is no automatic system linked to the Fire Service.

## 17 EMERGENCY ACTION PLAN (EAP)

### Commentary:

Due to the nature of the building and the lack of permanent members of staff, the plan is as follows:

1. Activate nearest Break Glass point to sound alarm;
2. Leave the building by the nearest fire exit;
3. Go to the Assembly Point in the car park (Clearly signed)
4. Dial 999 to call the Fire & Rescue Service
5. DO NOT re-enter the building

## 18 TRAINING

### Commentary:

<b>Priority</b>	<b>Deficiency/Rectification</b>	<b>Date to be</b>	<b>Date</b>
		Rectified	Rectified
<b>*Insert additional pages if required</b>			

<b>Significant Finding</b>	<b>Control Measure/Action</b>
1. Arrange review of Fire Risk Assessment by local Fire Brigade.	Target resolution date: This service is no longer offered.
2. The fire control panel needs to be moved to the foyer so the Fire & Rescue Service can quickly see where the fire is located.	Target resolution date: 28/10/2022 Note: Tradesman contacted and scheduled for assessment.
3. Check fire door seals	Target resolution date: 31/10/2022
4. Annual reminder for Fire Training for Trustees	TBC 31/10/2022
5. Next building wiring check is:	08/2026
6. Next PAT check is:	08/07/2023
7. Next Fire equipment service is:	04/2023
8. Next Fire Risk Assessment	10/2023
9. Create a register to record all clubs and events co-ordinators have been trained in the relevant fire safety regulations.	Completed: Contained within the Terms & Conditions of the hire agreement.
10. Check on No Smoking signs	31/10/2022
11. Check bar lighting for any High temp lighting	Completed, all lighting in the lounge/ bar area are low temp LED.
12. Check access and alerting of people using showers.	Target resolution date: 30/11/2022
13. Review major events for clear evacuation paths. e.g. Pantomime when the stage blocks the far fire exit.	Completed: On a case by case basis.
14. Check cleaner's materials for toxic contents.	Completed: Checked as part of Risk Assessment.
15. Review type and position of fire extinguishers.	Completed: 12/10/2022
16. Schedule a Fire practice, without power during the hours of darkness.	Target resolution date: 30/11/2022
17. Check fire information given to hirers	
18.	
19.	

**21**

**ADDITIONAL HAZARDS**

**Specify:**

No additional hazards identified.

**Need to consult Fire Service**

**No**