**Kings’ Hall Withyham**

**FIRE RISK ASSESSMENT**

**What could start a fire?**

Electrical consumer unit and electrical appliances, heaters, sound desk, cooking, microwave use, cigarettes, matches,

**What could burn?**

Wood, stage and window curtains and blinds, bowls mats, packaging and rubbish, paint, dust in heaters, cleaning materials

**People at Risk:** All hall users (whether those attending weekly clubs, visitors hiring and attending private functions, members of the public who attend organised events, annual pantomime, play or other such production including those involved in the production, all trustees and the hall cleaner.

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| **Risk/Hazard** | **Risk Level** | **Measures in Place** | **Action** |
| Smoking | Med | No smoking policy with signs | Metal cigarette bin outside for smokers |
| Kitchen Fire  Electric Cooker  Microwave | Low  Med | Fire Extinguisher and Fire Blanket maintained annually  No deep fat frying (agreement)  Notice ‘**No children under 12 in the kitchen’** | Notice - **Kitchen should be not left unattended when cooker and or microwave in use**  Replace Microwave and provide Instructions for use of microwave |
| Electrical Fires  Electric Consumer Unit  Sound Desk  Lighting  Keyboard  All other electrical appliances | Low  Low  Low  Low  Low | PAT Test All Appliances regularly  Professional check of electrical installations every 5 years | Hirers to be advised that any electrical appliances brought in must be safe – PAT tested  A CO² Fire Extinguisher to be available at the Sound Desk |
| Arson  The hall is not overlooked but on main road | Low | All rubbish, including cardboard, remains indoors in provided bins until removed and disposed of by a committee member.  No rubbish is left outside the building which could catch fire either deliberately or by accident.  Outside lights are PIR to dissuade arsonists  (passive infra-red sensors) |  |
| Flammable materials  All curtains – windows, stage and blinds  Blow heater dust  Bowls mats  Rubbish | Med  Low  Low  Med | Fire proofed  Regularly cleaned  Rubbish left indoors and removed on a regular basis by MS, RH and AH for WDC collection from homes | RH  Content and appropriate procedure to be checked by MS |
| General safety precautions |  | * Lighted signage to show Exits. * 3 fire doors in building including 2 wide escape doors in the hall itself * One hall exit on the level for easy escape for disabled or wheelchair use (the latter are encouraged to sit adjacent to this door) * Hirers informed that nothing must block the fire exits. * The internal doors leading from hall to corridor close inwards and must be open and hooked back during an event. * All fire extinguishers are checked annually by supply company. * Cars are not parked adjacent to the double door exit * Evacuation procedure involves use of demonstrated klaxon | Lighted exit signs to be checked every 6 months  All users to be trained in the emergency procedures.  Fire Safety Log Book is updated for records of tests, training and maintenance. |