

FIRE RISK ASSESSMENT HOLY TRINITY PARISH HALL

Address	Holy Trinity Parish Hall Link Top Malvern WR14 4LR
Used as	Hall for community activities such as meetings, yoga, badminton & dancing
Date of Assessment Agreed by JCC	July 2024 28 January 2025
Name of Assessor	R Lawrence
Review Date	July 2025 (Every year)

Property Description
<p>Upper Hall (approx. 200 square metres) with office, store room toilets and kitchen off large entrance lobby</p> <p>Lower Hall (approx. 120 Sq m) with 3 storage areas, toilets , kitchen, boiler room and access corridor</p>
How a Fire Could Start
<p>Possible ignition sources include:</p> <p>Gas boiler – area adjacent to boiler monitored to secure any combustible material.</p> <p>Gas cooker in upstairs kitchen and electric cooker in downstairs kitchen. Both kitchens only used by competent persons.</p> <p>Portable electric fan heater used in office. Always used away from combustible materials such as paper.</p> <p>Electrical fault in main wiring or in portable appliance (PAT testing of all portable appliances carried out annually under contract) Main wiring inspected every five years.</p> <p>Smoking – notices inform users that no smoking is allowed in the building and no area has been designated outside either.</p> <p>Arson – building always securely locked when empty</p> <p>Lightning – building not considered tall enough to warrant dedicated lightning conductor – nearby church building has a lightning conductor which is regularly checked</p>

People Affected by Fire
Occasional users of the building including caretaker. Both halls are used during the week at various times by small groups of hirers for different activities. There is level access and egress from both halls via exit doors to enable safe evacuation for wheelchair users. Most activities involve less than 30 people who spend one to two hours in the building

Escape Routes
Upper hall has three exit (fire) doors on west (level access) and east and south sides with outside steps down. Internal stairs between upper and lower halls. Lower hall has one exit (fire) door on west side to outside steps up and one exit door to south side giving access to corridor. Corridor has two exit doors on south side and east side.

Fire Alarm
Alarm bells in upper hall and upper lobby triggered by high level smoke detectors in hall and heat detector in kitchen or by break glass controls near exit doors Alarm bells in lower hall and in corridor triggered by smoke detectors in hall, three storage areas and heat detector in kitchen. Fire alarm control panel in upper hall storage – next to stage area Plan of building showing exits on wall next to alarm panel Action of alarm system tested annually under contract and recorded All exit doors have emergency lights Break glass units and emergency lights tested monthly and recorded. Emergency lights also tested annually for three hour test.

Fire Extinguishers

Distributed at various important points in office, kitchens and near doors are:
3 water extinguishers, 6 CO2, extinguishers, 2 Foam extinguishers
There are also fire blankets in each kitchen
All are maintained annually under contract and details recorded

Fire Action

Evacuation from Upper Hall via any of three escape exits
Evacuation from Lower Hall through fire exit west door or by south door into corridor and then via either of two exit doors at ends of corridor.
Fire assembly point in car park on Newtown Road.
Signs located at strategic points explain what to do in case of fire.
No public access telephone boxes nearby so Fire Brigade need to be called through 999 by mobile.

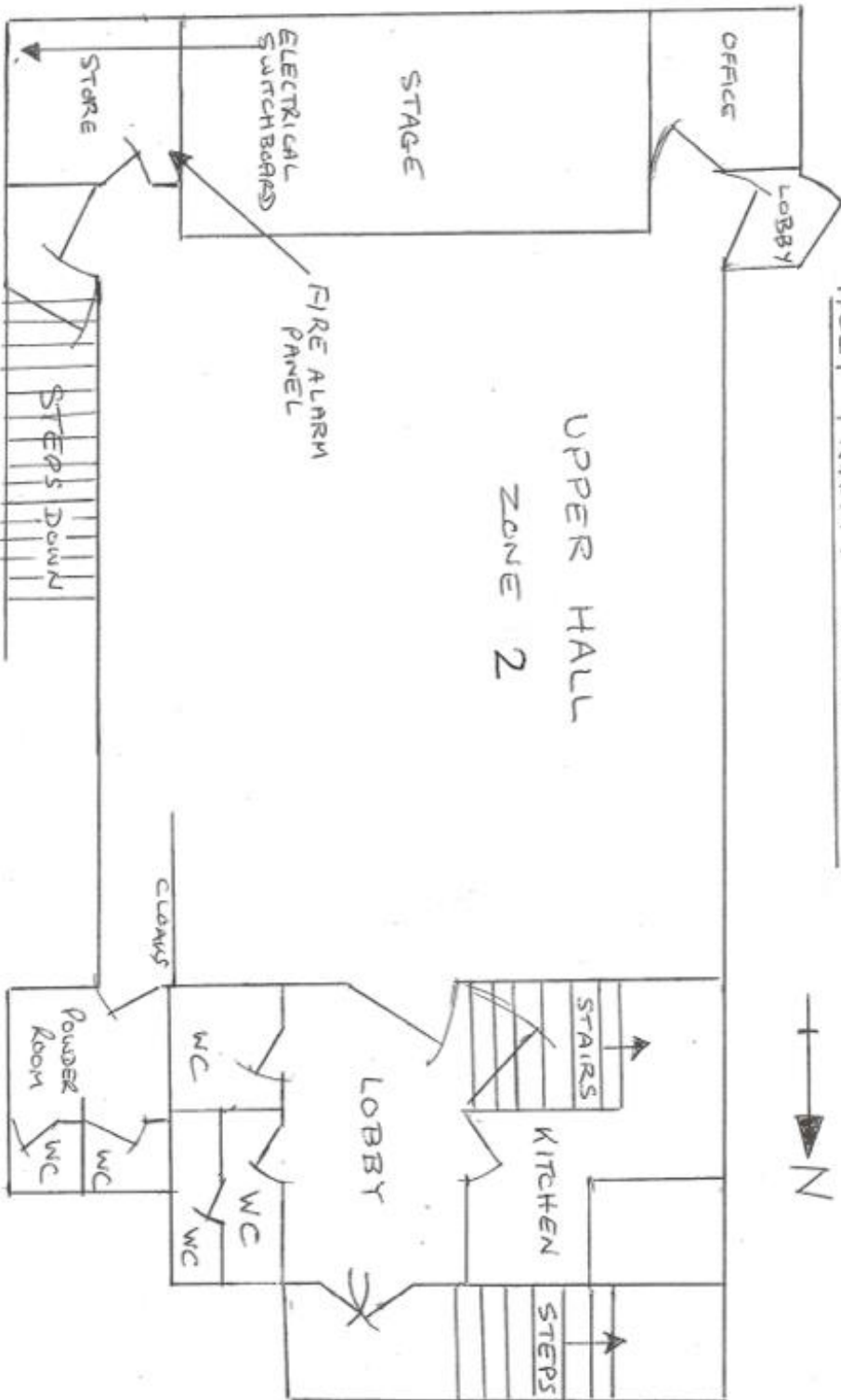
Caretaker given all information about fire action.
All users of the building sign an agreement to nominate a steward who will be responsible for safe evacuation in case of fire.

Fire Information

Copies of this assessment have been passed to caretaker, administrator and members of the committee for the Hall.
Records of all maintenance, testing and any important changes are kept in the office in the Upper Hall.

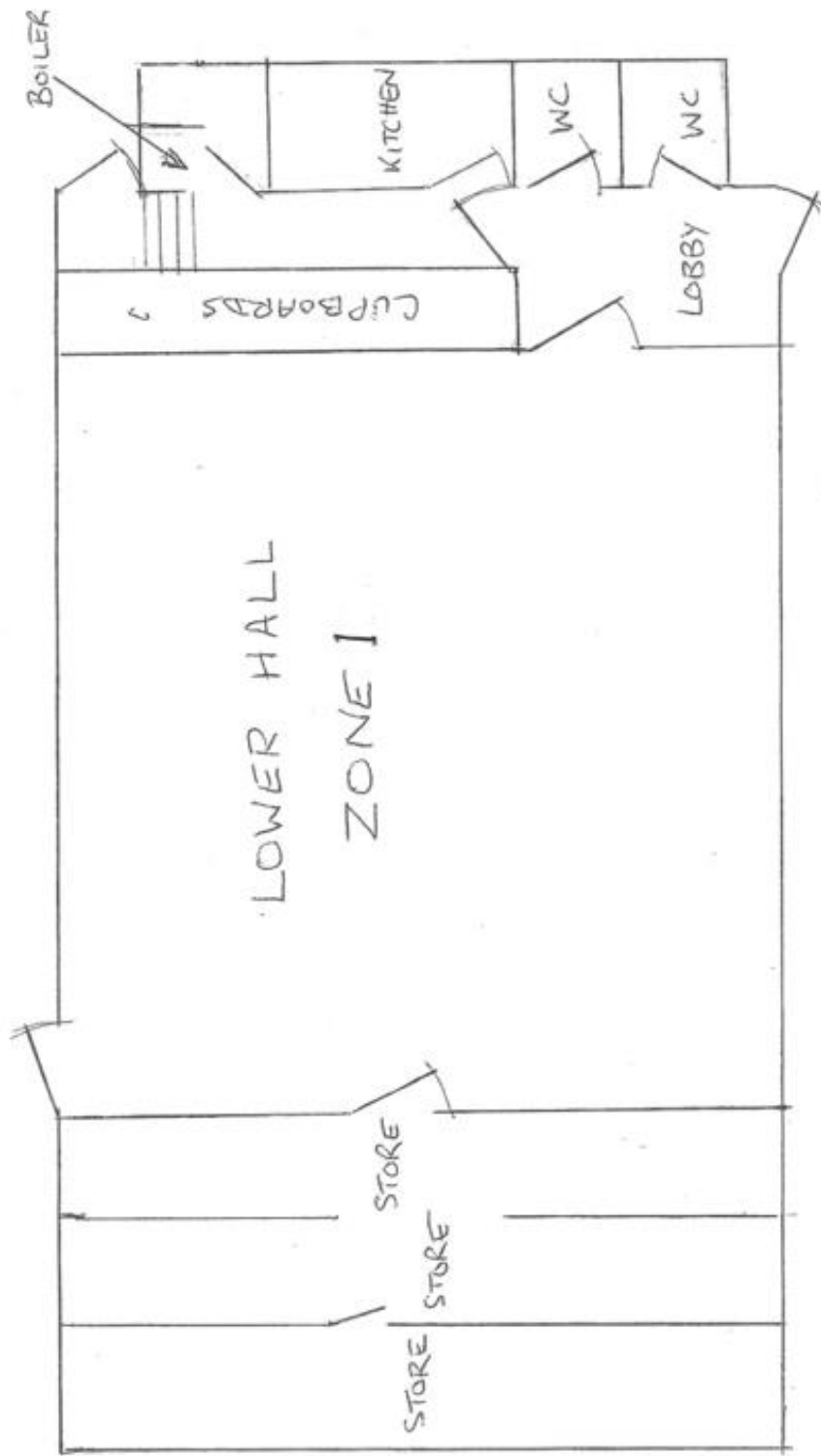
Review Date	Comments

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EVACUATION ASSEMBLY POINT - NEWTOWN RD CAR PARK

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