

Risk assessment – Fire – Covid-19

Company name: Rossington Memorial Hall

Date of risk assessment: July 2021

Rossington Memorial Hall is a two story brick built Community Centre.

Fire System, Lighting, Alarms and Extinguishers are serviced by Fire Logistics Ltd, 11B Airport Industrial Estate, Newcastle Upon Tyne NE3 2EF

PAT testing is carried out yearly by Doncaster PAT Testing Services, 63 Atterby Drive, Rossington, Doncaster DN11 0YU

The Memorial Hall is open between 8am-9pm Monday to Fridays, Private hire Saturday and Sundays

Fire Warden Training has been completed by the Caretaker and one other Staff member. At least one of these trained people will be on site or contactable

Number of people in the Main Hall is 120 seated

Parish Room has a limit of 30 people

Upstairs Music Room has a limit of 20 people

Parish Office has a limit of 20 people

Kitchen has a limit of 5 people

All Fire exits are clearly marked. Fire Exits are in the Parish Room, in the Main Hall, in the bar area of the Main Hall plus the Main Entrance. All users know/aware of fire exits and the evacuation procedures

A copy of the Fire Risk Assessment is kept in the Caretakers Office in the Memorial Hall

Due to Covid-19 visitors to the building are by appointment only or as part of an organized group/session

Numbers of staff is at a minimum and if they can work from home they will do so

Currently we are only hiring rooms to businesses who have completed Risk Assessments and have Public Liability Insurance and only one hirer will be in the building at any one time. These groups will keep a register of attendees in their sessions.

Fire Risk Assessment and Covid-19 Risk Assessment will be displayed on the notice board in the main corridor. All Risk Assessment will be emailed to hirers before they start their sessions

Responsible Person: Zoe Attridge-Chambers/Ken Guest

Fire Risk Assessment completed by Zoe Attridge-Chambers and Ken Guest

17th July 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
General Fire Risk	Staff, Public, Volunteers	<p>Fire Alarm systems have been installed and are regularly checked and maintained</p> <p>Fire extinguishers have been installed and are regularly checked and maintained</p> <p>A Fire Log Book is kept and is fully up to date</p> <p>Fire Evacuation procedures have been developed and are displayed within the Memorial Hall</p> <p>Fire assembly point is at the gates at the back of the Memorial Hall on King George's Road</p> <p>Fire Exit Signs are clear</p> <p>Fire Doors are kept closed</p> <p>Fire Alarm Checks are carried out regularly by the Caretaker and recorded</p> <p>Any electrical equipment that is not in use will be isolated and stored</p>	<p>Ensure annual checks to all systems and fire extinguishers</p> <p>Fire evacuation procedures need to be presented to staff and volunteers</p>	<p>Caretaker</p> <p>Caretaker</p>		
Rubbish and Waste	Staff, Public, Volunteers	<p>Rubbish and waste is not allowed to accumulate and is removed regularly</p> <p>All areas are cleaned on a regular basis</p> <p>Bins are stored in a compound in an area away from the building.</p>	<p>Bins emptied by contractor every two weeks.</p> <p>All Internal bins are cleaned on a regular basis</p> <p>External litter cleared when witnessed</p> <p>Bins are away from public access</p>			

Electricity	Staff, Public, Volunteers	Fixed Electrical Installations are checked by a competent electrician Portable appliances are checked on a yearly basis Records of these checks are maintained Portable appliances are visibly checked before use	Peter Fowler Electrical Ltd do all electrical work including			
Smoking	Staff, Public, Volunteers	Rossington Memorial Hall is has a 'no smoking' policy Smoking is only allowed outside the grounds of the Memorial Hall Signs are displayed around the building				
Kitchens	Staff, Volunteers, Public	All equipment has been installed by a competent supplier All equipment regular checked Inspection records are maintained Extraction system is in full working order and cleaned regularly Fire blanket is provided All staff who use kitchen equipment are fully trained Children are not allowed in the kitchen	Ensure all staff have appropriate training Check appliances regularly for frayed cords or broken parts.			
Heating Appliances	Staff, Volunteers, Public	Portable or electrical heaters are not used. The heating system is up to date and is fully maintained by a local contractor	Ensure portable heaters are not used			
Hazardous Substances	Staff, Volunteers, Public	All hazardous substances are kept to a minimum All hazardous materials are stored away in appropriate containers Signs are displayed Santising stations are situated around the building and managed by staff members – these santising stations are fixed units and automatically distribute sanitizer Due to Covid-19 there will be additional sanitizing station which will have pump action sanitisers, stock of this santiser will be stored in a metal cabinet in the Caretakers cupboard	Ensure all hazardous materials are locked away immediately after they have been used.			

Arson	Staff, Volunteers, Public	Security of all areas around the building are checked regularly Good liaison with Police and DMBC Neighborhoods' Teams Staff observe for inappropriate behavior Vandalism or graffiti will be monitored	Hall is protected by a fence and the gates are locked at night after the last person has left the building Vandalism is reported to the police			
Contractors	Staff, Volunteers, Public	All contractors are from reputable companies Contractors are monitored when undertaking work at the Memorial Hall	All visitors to the building must be by appointment			
In the event of a Fire	Staff, Volunteers, Public	All persons to exit the building by the nearest fire exit Assembly point in the gates at the back of the Memorial Hal on King Georges Road Leaders of the group to ensure they take the group register with them to the fire assembly point. Register to be taken to ensure all group members are outside the building Fire Wardens to sweep the building and take any staff registers with them	Social Distancing			
Fire Extinguishers	Staff, Volunteers, Public	Fire Extinguishers are located through the building Fire Extinguishers are tested Annually They are all wall mounted and clearly visible There is sufficient amount of the Fire extinguishers in the building				
Signs and Lighting	Staff, Volunteers, Public	All signs are visible and adequate Lighting will be engaged if a fire occurs Fire Alarms are checked annually				

<p>Extra Measures due to Covid-19</p>	<p>Staff, Volunteers, Public</p>	<p>Cleaning of the building has increased The amount of hazardous products is relative to the size of the building Do not stock pile cleaning products</p> <p>Visitors to the building are by appointment only, there is no open door at the Memorial Hall, the only entrance is locked permanently with a mag lock system which opens from the inside by a push button, clearly marked.</p> <p>Public are encouraged to contact staff members by telephone or email</p> <p>Numbers in groups have been greatly reduced to adhere to social distancing rules Any group who attends the Memorial Hall must have appropriate Risk Assessments and Public Liability Insurance in place. Staff will go through all rules prior to accessing the group re-starting their sessions</p> <p>Social distancing can be reduced in the event of a building evacuation but when arriving at the Assembly Point social distancing rules must be adhered to.</p>				
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Completed by: Zoe Attridge-Chambers

Date: 17th July 2021