

FIRE RISK ASSESSMENT

ADASTRA HALL KEYMER ROAD HASSOCKS WEST SUSSEX BN6 8QH	Contacts	Telephone No.
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GENERAL INFORMATION

<p>Description of Premises:</p>	<p>The premises, built in 1986, are detached and stand in a public park (Adastral Park); there have been some changes to the fabric of the building. The main hall is of brick structure built around a steel girder framework; all walls throughout the building are brick. The roof is tiled with ceilings of plaster board (plaster board material unknown). Windows are double glazed in UPVC frames, exit doors (except front doors) UPVC fitted in 2019.</p> <p>Approach to the premises is through a public car park to an open porch of wood construction with a tiled roof. The building consists of a small entrance lobby accessed through automated doors fitted in 2019 with an administration office to one side, prior to entering the main foyer/ reception via another set of automated doors. The main foyer leads to several facilities. I.e meeting room to the front of the building; three toilet facilities for ladies, gentlemen and disabled people; bar; kitchen; door access to storeroom and loft space; door to main hall.</p> <p>The main hall has a stage, providing storage beneath, with stage doors to either side and access to the Green Room at the rear of the building. The Green Room, also accessible from an independent entrance side door, has its own kitchen, toilet facilities and storeroom. The main hall floor is wood; all other ground floors are based on concrete and covered in either ceramic tile, carpet or 'lino'.</p> <p>Loft space over the front and rear of the complex is used for storage, the former also houses an enclosed projection/control room (non-operational). The roof structure and floor of loft space is entirely of timber trusses under tiles and as is the most vulnerable in the event of fire.</p> <p>The area is shared by a detached administration block for the local Parish Council.</p>
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Hours of Business:	The premises are available from 08.00 to 00.00 hours every day. Janitorial staff may be on the premises from 6am. Extension beyond midnight by special arrangement.
Usage of premises:	<p>The complex is registered under charity No. 277606 which is primarily for the use of the local community and may be hired by clubs, groups, business organisations and private use. The current bookings are for sports, meetings, anniversary/birthdays/wedding parties, dancing, conference, product fairs, cinema, polling station, blood donors, etc.</p> <p>The premises have a bar facility which is currently not in use. When operational it is controlled by an approved licensee and spirit does not remain on site when not attended. Other than ban on teenage parties and pyrotechnics there were no formal restrictions on use and individual hires were considered at the time of application.</p>
Number of persons in the building:	There are no permanent staff located in the building. The premises are locked when not hired or staff are not present. The maximum occupation for the main hall is declared; showing restrictions on capacity for seated and unseated occupation.
Responsible persons:	Overall responsibility is the Trustees/ The Hassocks Community Association with daily management by a Management Committee.
Premises owned by:	The premises are leased from the Hassocks Parish Council

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Regulations, Acts and publications referred to in preparing this Risk Assessment:

The regulations stated were the principal regulations considered in the risk assessment and do not necessarily indicate the only regulations that may apply. British Standards have not been detailed.

HM Government Guide: 'Fire Safety Risk Assessment small and medium places of assembly' and 'West Sussex Fire & Rescue Service report and guide-lines' were acknowledged as the primary guides in preparing this assessment.

- The Fire Precautions Act 1971
- The Health and Safety at Work Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Health and Safety Information for Employees Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulation 1992
- The Electrical Equipment (Safety) Regulations 1994
- The Disability Discrimination Act 1995
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulation 1995
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Health and Safety (Consultation with Employees) Regulations 1996
- The Management of Health and Safety at Work and Fire Precautions (Workplace) 1997 (Amended) Regulations 2003
- The Fire Precautions (Workplace) Regulations 1997 amended 1999
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Gas Safety (Installation & Use) Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Licensing Act 2003
- Regulatory Reform (Fire Safety) Order 2005
- Smoke Free Provision Health Act 2006

LOCATION/HAZARD	WHO IS AT RISK	RISK LEVEL	EXISTING CONTROLS	ACTION TO CONTROL	ACTION BY WHOM & DATE
SAFETY SIGNS: Safety signs were posted throughout the building identifying fire exits, luminated fire exit directions, call points, extinguisher locations, fire actions notices and no smoking, Push Bar door emergency signs.					
Appropriate permanent signage to indicate evacuation 'Exit' routes, call points, fire fighting equipment and no smoking signs.	All staff and users.	Low	Appropriate fire signage meeting The Health and Safety (Safety Signs and Signals) Regulations 1996 are in place. Which includes: Fire Action Notice. Egress signs including illuminated. Call Points. Fire door identification. No Smoking Fire extinguisher locations.	No further action	
MAIN ENTRANCE LOBBY: Access via automated glazed doors to small lobby with door to Administration office, lobby has lights controlled by a wall light switch and is location of the Fire Alarm control Panel, further automated doors provide access to the main reception area. The walls are brick. Floor has tacky mat over stone tiles.					
Sources of ignition: Electrical failure of light switches and general lighting.	All users; Public, admin staff, cleaners, contractors.	Low	Electrical Installation Condition Report Cert IPN 3/0514538 5 th August 2016	Scheduled for retest August 2021	
Contribution to fire: None		N/A		No further action	
Emergency warning and egress: Unable to evacuate quickly and safely.	All users.	Low	Fire controls: Call point and sign. Fire Action Notice. Fire exit sign. Luminated exit sign. Fire doors to main reception area and Office. Fire alarm control panel tested.	No further action	
Vandalism: Unauthorised entry and misuse of alarm call.	All users.	Low	Automated doors secured, whilst allowing egress in an emergency. Satisfactorily tested during assessment.	No further action	

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<p>ADMINISTRATION OFFICE: Single door (not fire door) to entrance Lobby. Window with bars; a metal letter collection box secured to the inner wall. All walls are brick with a 'plaster board' ceiling. Normal office equipment and furniture. Lockable cupboard. Wall mounted heater.</p>					
<p>Sources of ignition: Electrical failure of light switches, wall mounted electric heater. Office equipment. e.g., printer.</p> <p>Emergency warning and egress:</p> <p>Contribution to fire: Paper files and stationery. Office furniture.</p>	Administration personnel.	Low	P.A.T 27-03-2021 Electrical Installation Condition Report Cert IPN 3/0514538 5 th August 2016	No further action	
		Low	Identification of exit into safe area	No further action	
		Low	Advised that furniture is fire retardant. Paper kept to a minimum. Steel filing cabinet.	No further action	
<p>RECEPTION AREA: Area extends across $\frac{3}{4}$ the width of the building and is the main access/egress corridor to the front of the building via the lobby. Also gives access/egress to bar, toilet facilities, meeting room, kitchen, main hall and loft space/storeroom. The kitchen has a metal fireproof shutter. Permanent purpose-built storage cupboards with 'work style' tops (for display purposes) and wooded, removable front panels house folding tables; above is a notice board.</p> <p>One end of the area opens to a fully glazed front wall, from ceiling to floor, with vertical blinds; this area gives access to the kitchen and is also occupied by a round table & four chairs, grand piano & stool, mobile unit for storing 6 long collapsible tables and a trolley for moving chairs. A lit, wall display cabinet is affixed to one wall and overhead is an access door to the loft area, the door of which has no permanent access from the ground floor.</p> <p>The floor is stone tiles covered by tacky mats. All walls are brick and the ceiling 'plaster board'. A bank of multi-function light switches, located near the entrance, control the lights. Double wall sockets are located around the walls.</p>					
<p>Sources of ignition: Electrical failure of light switches, mains sockets. Lit display cabinet.</p> <p>Contribution to fire: Piano, cupboards & paper notices. No fire wall protection from kitchen.</p> <p>Emergency warning and egress: Identification of exit.</p>	All users, administration staff and contractors.	Low	Electrical Installation Condition Report See 'Administration Office'	No further action	
		Low	Some display units maintained by outside source. Notices monitored?	No further action	
		Low	Alarm Bell. 3 Emergency lights. One luminated exit sign. 1 H2O extinguisher.	All emergency lights require cleaning, one not working. Luminated exit sign not lit.	Done 21-04-2021 By RB

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TOILET FACILITIES FRONT BLOCK (FEMALE, MALE & DISABLED): Toilet facilities provided with for female with vanity unit, male and disabled.

<p>Sources of ignition: Electrical failure of light switches, Electric wall heater, electric hand dryer.</p> <p>Cupboard in disabled toilet houses electrical water pump.</p> <p>Contribution to fire: Wooden panels.</p> <p>Emergency warning and egress: Identification of exit.</p>	All personnel and users.	Low +	Electrical Installation Condition Report See 'Administration Office'	No further action	
		Low		No further action	
		Low	Egress into main escape route. The Main foyer alarm bell is located immediately outside the toilet facilities and audible inside. The emergency warning for the disabled was considered appropriate.	No further action	

STAGE: The stage is a wooden structure with access stairs to both sides and access to under stage storage via doors and panels from all sides including the Green Room. Stage front is curtained with blackout curtains to the rear, stage left and right. There are permanent stage spotlights and overhead fluorescent lights. To the side of the stage is a mains control panel for stage facilities. The side accesses have doors to the Main Hall and to the Green Room at the rear. The area is also used to store additional chairs.

<p>Sources of ignition: Stage mains control panel, lighting, electrical stage equipment (amplifier).</p> <p>Contribution to fire: Wood stage. Products stored under the stage some of unknown origin.</p> <p>Emergency warning and egress. Difficulties in evacuating from stage.</p>	Performers, hall users.	Low	P.A.T 27-03-2021 Electrical Installation Condition Report See 'Administration Office'	No further action	
		Low/ Med	Advised that curtains comply with fire retardant requirements. Material under the stage was not considered a risk.	Recommend that unidentified or redundant items should be removed. See Summary.	
		Low	Emergency lights and signs. 1 H2O fire extinguisher.	No further action	

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MAIN HALL: The main hall is brick built around a steel 'H' girder frame with a plaster board ceiling under a tiled roof with four remote controlled window lights set into the roof and a Mirror Ball powered by an electric motor suspended in the roof apex; side walls have UPVC double glazed windows and curtains, fire exit doors to each side.

At the front (South) end of the hall are a set of double wooden doors leading into the reception area. Set in the wall above the doors are a pair of wooden shutters for the projection/control room, either side of the shutter are display boards extending across the face of the wall.

To one side of the hall is a metal shutter hatch giving access to a bar and further fireproof metal shutter serving the kitchen. At the far end the hall (North) is a stage with storage underneath. There are fire doors to each side of the stage (see section on Stage facilities) and stage curtains. The hall floor is wooden. Fluorescent lighting is located high in the roof with further fluorescent diffused lighting behind wooden panels along the side walls. Overhead is a stage light gantry.

<p>Sources of ignition: Electrical Power Points and light switches. Concealed and overhead lights. Electric powered mirror ball, stage spot and floor lights.</p> <p>Contribution to fire: Wooden floor and panels concealing lights, display of embroidered panels.</p> <p>Emergency warning and egress: Inability to identify exits or actions emergency. Inability to evacuate under various hire conditions.</p>	Users of main hall.	Low	Electrical Installation Condition Report See 'Administration Office' Overhead and stage lights P.A.T in May. Awaiting Penguin Certificate.	No further Action	
		Low	Advised that stage curtains, window curtains and chair fabric comply EN1021-1&2 (Cigarette & Match) and BS 7178 Low Hazard.	No further action	
		Low	Three illuminated exit signs, fire action notices. Fire in the hall would prompt evacuation. Fire checks are carried out. Fire door stage right would not close, floor stage left door was degrading.	Action required	

BAR: Self-contained area providing shelving, fridge, power point and steel shutter to the main hall. Minimal use. No Spirits or liquor stored.

<p>Sources of ignition: Electrical sockets, lighting, domestic kitchen appliances.</p> <p>Contribution to fire: Wood shelving.</p> <p>Emergency warning and egress.</p>	Bar staff	Low	Facility rarely used, when operated as a bar it is controlled by an approved Licensee. No spirit or alcohol left on site. P.A.T 27-03-2021 Electrical Installation Condition Report See 'Administration Office'	No further action	
			Immediate egress to main foyer	No further action	

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<p>MEETING ROOM: The room is accessed from the main reception area. The external wall consists of double glazed UPVC windows, remaining walls are of brick. The floor is carpeted. The room contains several tables and chairs.</p>					
<p>Sources of ignition: Electrical sockets and lighting.</p> <p>Contribution to fire: None</p> <p>Emergency warning and egress.</p>	Users.	Low	Electrical Installation Condition Report See 'Administration Office'	No further action	
		Low	Immediate egress to main foyer	No further action	
<p>GREEN ROOM: The Green Room is located to the rear (North) of the building. It can be accessed by doors leading from either side of the stage or independently by a lockable door from the park side (East); there is another door on the west side of the room and a double fire exit to the North side. All walls are brick with a 'plaster board' ceiling under the main tiled roof. There is a Kitchen area separated by bi-folding wooden doors, a toilet facility and a storeroom accessed via a fire door. Access to under stage storage is via lockable panels.</p>					
<p>Sources of ignition: Electrical sockets and lighting, domestic kitchen appliances.</p> <p>Contribution to fire: Fabric, chairs and curtains, wood.</p> <p>Emergency warning and egress. Signs in place. Room has dedicated fire exits to the outside.</p>	Users of Green Room	Low	P.A.T 27-03-2021 Electrical Installation Condition Report See 'Administration Office'	Under the work top in the kitchen is what appears to be a water heater not in use. Establish safe functionality.	
		Low	Advised that curtains and furniture comply with fire retardant requirements. (See summary)	No further action	
		Low	Emergency lights and signs. Alarm bell. H2O fire extinguisher.	Recommend restoration of white strip on steps outside exits. Trip hazard.	Done 21-04-2021 By RB

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STOREROOM (GREEN ROOM)

The storeroom is accessed via double fire doors which are locked when not in use and lead off the Green Room. This contains table tennis tables and numerous products/materials.

Sources of ignition: Electric lights.	Under the control of Adastra Management.	Low	No volatile products are kept in this store.	No further action	
Contribution to fire: A variety of equipment, products and materials that may vary.		Low			
Emergency warning and egress. Exits into green room.		Low			

LOFT AREA FRONT OF BUILDING: The loft area is located in roof space above the front portion of the premises and accessed by wooden stairs (Not building regulation structure) from a storeroom and has a second access door over the reception area (This does not have a permanent ladder access). There is partial wood flooring under wooden trusses with a tiled roof with mineral wool insulation. There is a boxed area dedicated as a control/projection room with shutters to the Main Hall and cupboards for storage. Redundant storage cupboards. The area has electric light controlled from a switch on the ground floor storeroom. Boiler located at the far end of the loft over the Kitchen.

Sources of ignition: Electrical sockets and lighting. Gas boiler.	Adastra staff. Users of control room. Service engineers	Low	P.A.T 27-03-2021 Electrical Installation Condition Report See 'Administration Office' Gas boiler service by P Burt Cert LAB 210105 21-09-2020. Safe register engineer.	No further action			
Contribution to fire: Wood, stored products.		Low / Med				Uncontrolled	Recommend that unidentified or redundant items should be removed. See Summary.
Emergency warning and egress.		Low				2 H2O Fire extinguishers. Emergency lighting.	No further action

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LOFT AREA OVER GREEN ROOM:					
Sources of ignition: lighting.	Adastra staff.	Low	Electrical Installation Condition Report See 'Administration Office'	No further action	
Contribution to fire: Various items.		Low/ Med	Uncontrolled	Recommend that unidentified or redundant items should be removed. See Summary.	
KITCHEN: The kitchen was refitted in 2012 with all stainless-steel tops and fittings; a series of full-length cupboards are located along the south wall which house crockery and mains electricity board with circuit RCD controls. Powered fire rated steel shutters to the hall and main reception are in place. Lower, level cupboards house crockery, cutlery and utensil, etc. Overhead lighting is fluorescent. Kitchen equipment includes- electric: fridge, freezer, heated warm cabinet, microwave, kettles, urns, and extractor. Gas oven.					
Sources of ignition: Mains power board and controls, electrical sockets, lighting, electrical and gas equipment.	All users	Low	P.A.T 27-03-2021 Electrical Installation Condition Report See 'Administration Office'	No further action	
Emergency warning and egress. Control and egress.		Low	1 Co2 fire extinguisher, Fire blanket, emergency light, call point, 2 fire rated shutters, gas isolator. Designated exit door. Fire door has automatic closer. Fire alarm bell.	No further action	
Contribution to fire: Gas, cooking Oils, etc		Low	Hire contracts include details for use of kitchen. Cooking facilities, minimal use.	The facilities of the kitchen are rarely used for cooking, should this change then a cleaning routine should be established to prevent build-up of fats, etc.	

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OUTSIDE: The premises are located in Adastra Park and have access/escape routes around the entire building which are permanently illuminated during the hours of darkness. The front of the building is accessed via the public car park and has a 'No Parking' bay for emergency vehicles. The car park in front of the club house was designated as the 'Assembly point'.

Emergency warning and egress. Unable to evacuate premises quickly.	All users	Low	The escape routes are identified including fire exits and external routes were kept free from obstruction. The premises have lighting along all escape routes.	No further action	
Vandalism: arson.		Low	Refuse is disposed of in 'wheely bins' which are locked and sited away from the building.	No further action	

FIRE FACILITIES:

Fire alarm control panel.
 Call points. Main hall 2, entrance foyer 1, kitchen 1, green room 1
 Alarm bells. Main reception, main hall, green room.
 Detector unit. Kitchen
 Emergency lights. Main reception 3, Kitchen 1, stage 2, green room 2.
 Luminated exit signs. Entrance Foyer 1, main reception 1, Main Hall 3, green room 1.
 Fire extinguishers. Main reception 1 H2O, main hall 2 H2O, Kitchen 1 Co2, Loft Front 2 H2O, green room 1 H2O, stage 1 H2O

All facilities at ground floor had access to an emergency exit within approximately 10M.

Adastra Hall has a Fire, Safety, Health and Security Compliance Check List for Hirers. Reference AHMC/Hall Notices

SUMMARY

The assessment was performed on the 19th of April 2021 with grateful assistance of Mr Robert Brooks on behalf of the Adastra Hall. All aspects of the system were checked, activation of the fire alarm resulted in immediate response from shutters, front doors and kitchen door. The final report was held pending the P.A.T on Overhead stage lights which was subsequently completed in May but await Certificate.

Some areas would require action:

1. The last major risk assessment was performed in 2016. The Fire Risk Assessment should be reviewed annually or when significant changes to the premises or its usage may impact on the risk.
2. The records indicate a lack of continuity in fire safety checks and fire alarm test in recent years and have only recently been re-instated. Recommend that confirmation of checks is submitted as a maintenance routine at management meetings. Attempts should be made to ensure back up for safety routines.
3. Emergency Safety Lights malfunctioned in the main reception foyer and meeting room. This was promptly rectified within 24 hours.
4. The luminated exit in the main reception foyer was not lit. This was promptly rectified within 24 hours.
5. The bar contained a Key contained in a 'fire break glass' housing. This was to deactivate the fire alarm in an emergency. The usage of this key had not been passed on. It was evident that the training routine for this was last carried out in 2013 and had not been pursued since and was an indication of insufficient routine and review of training and transparency of systems.
6. A water heater located underneath the work surface in the Green Room kitchen was not switched on and it was not known if it was safe to operate.
7. The white marking indicating steps outside the fire exits had worn away and could result in trips in evacuation. This was promptly rectified within 24 hours.
8. The storage areas in both lofts and under stage lack sufficient control and the risks related to the content was unknown. Recommend a major review of content, disposal of redundant or unidentified items. Recommend that clubs or organisations elect a person responsible for their items and that they remove redundant items. The storage of Adastra Hall items would benefit from an annual review to prevent unnecessary retention of waste.

REVIEW DATE	COMMENTS	BY WHOM/DATE
05-05-2021	The physical site check was performed on the 19 th of April with the assistance of Mr Robert Brooks, but the issue of the final report was deferred to incorporate the Stage lights PAT which was scheduled in May. (This was satisfactorily completed, and await certificate). The main cause for concern was the lack of continuity in fire safety procedures and control of storage areas.	D Farrant Completed 14/05/2021