

## Assembly Rooms - Fire Risk Assessment – Evaluation

Formally adopted by Trustees on 7<sup>th</sup> December 2020

Hazards	Who at risk	Action
<b>Entrance Hall</b> Fire exit blocked Mat trip hazard	Users/staff Users/staff	Ensure green doors locked open when building is in use. Do not allow anything to be left in lobby area Check regularly
<b>Hewitt Hall</b> Electrical equipment  Candles Staging	Users  Users Users	The trip switches on the fuse board will deal with users bringing faulty equipment into the hall. All electrical equipment brought into the building to have a valid PAT test certificate All equipment is removed from the building at the end of each hire period Candles are not to be used in this building Ensure users using staging have their lighting/sound equipment installed by a competent person All scenery props have been correctly treated with fire retardant spray
<b>Corridor</b> Fire exit blocked	Users/staff	Ensure the corridor is kept clear at all times
<b>Toilets</b> Rubbish left in bins Smoking in toilets	Users/staff Users/staff	Empty bins regularly Check for smell of smoking when locking up
<b>Reading Room</b> Storage Cupboards  Electrical equipment	Users/staff  Users/staff	Ensure no sources of ignition are kept in cupboards. They are kept shut but not locked And are tidied out regularly Checked regularly by Clerk The trip switches on the fuse board should deal with users bringing faulty equipment into the hall All equipment is removed from the building at the end of each hire period

Last review 23 October 2020/ Next review due October 2021

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<b>Garden lobby</b> Fire exit blocked Mat trip hazard	Users/staff Users/staff	Do not allow anything to be left in lobby area Check regularly
<b>Store Room</b> Dumping area	Users/ staff	Keep control of what is stored in this area. The AR's chairs, tables, display boards and step ladder - check regularly
<b>Cleaners Store</b> Chemicals	Staff	All cleaning materials and paint tins are stored in this store. Cleaning products are household products The store is kept locked at all times. Only Staff and Clerk have access to this store. Check the store is cleared out regularly
<b>Kitchen lobby</b> Fire exit blocked Mat trip hazard	Users/staff Users/staff	Do not allow anything to be left in lobby area Check regularly
<b>Kitchen</b> Gas supply Cooker Rubbish bin Electrical equipment	Users/staff Users/staff Users/staff Users	Turn gas supply off when not in use Matches/lighter are needed to light cooker. Users advised to supply these themselves so not available on premises for possible misuse. Check cooker has been turned off after use Users asked to remove their rubbish after use so no hazard left behind. Bin checked when closing up. The trip switches on the fuse board should deal with users bringing faulty equipment into the hall All equipment is removed from the building at the end of each hire period

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<b>Mallett Room</b>		
<b>Stair lobby</b> Fire exit blocked Mat trip hazard	Users/staff Users/ staff	Do not allow anything to be left in lobby area or on stairs Check regularly
<b>Electric Cupboard</b> Fuse board	Staff	Keep door locked at all times Do not store anything which could burn in this area
<b>Balcony</b>	Users/Staff	The balcony is not generally used. When it is used for stage lighting etc users are advised that there is only one exit
<b>Cloakroom</b> Storage Cupboards	Users/ staff	Ensure no sources of ignition are kept in cupboards. They are kept shut but not locked and are tidied out regularly. Cupboard used for storages of paperwork is kept locked at all time only Clerk has access to this cupboard
<b>Boiler room</b> Central Heating boiler	Staff	Keep door locked at all times Do not store anything which could burn in this area
<b>Outside</b> Blocked Doorways  Rubbish	Users/staff  Users/staff	All fire exit doors are protected by post so cars are not parked to close to block exit When opening the building a visual check is done to ensure nothing has been left against doors to prevent them opening  Rubbish is put in skip bin with lid closed