



Gwasanaeth Tân ac Achub
Fire and Rescue Service



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru
Mid and West Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru
South Wales
Fire and Rescue Service

Fire Risk Assessment

1 Premises particulars

Premises name:	NEW QUAY MEMORIAL HALL		
Address:	TOWYN ROAD, NEW QUAY, SA45 9QQ		
Use of premises:	COMMUNITY HALL		
Employer/ Owner/ Person(s) in control of the workplace:	TRUSTEES OF THE HALL		
Date of assessment:	01/09/21	Date(s) reviewed:	01/03/21
		Date for next review:	01/03/22
Name and relevant details of the person undertaking the Fire Risk Assessment/ review:			
JULIAN EVANS – CHAIRMAN OF TRUSTEES			
Signed:	J.R.Evans	Date:	01/09/21

2 General statement of policy

Statement:

It is the policy of New Quay Memorial Hall to protect all persons including volunteers, contractors and members of the public from potential injury and damage to their health which might arise from work activities. New Quay Memorial Hall will provide and maintain a safe and healthy environment, and equipment. New Quay Memorial Hall will give a high level of commitment to health and safety and will comply with all statutory requirements.

3 General description of premises

Description

New Quay Memorial Hall is used by various community groups such as New Quay Town Council, Ceredigion County Council Electoral Services, Welsh Blood Service, Remembrance Day Service, Yoga, Badminton, Country Market, Kungfu, Arts for Wellbeing, Clonc, New Quay Seaside WI, Camera Club. New Quay Memorial Hall currently facilitates New Quay Snooker Club and it hopes to facilitate New Quay Community Library by the end of October. It can also be hired by members of the public for parties / events etc.

Occupancy			
Times the Premises are in use	From:	09:00	To: 12:00 MIDNIGHT
The total number of persons employed within the premises at any one time:			0
The total number of persons who may be present (including visitors) at the premises at any one time:			300
Size			
Building foot print (metres x metres)	70 X 40		
Number of floors:	3		
Number of Stairs:	5		

4	Plan drawing

5	Identify fire hazards
Ignition sources:	
Oil fired heaters	
Fuel sources:	
Toilet Paper Hand towels	
Work processes:	
N/A	
Structural features that could promote the spread of fire:	
N/A	

6	Identify people at risk
Identify people at risk in the event of a fire and their location within the premises. Outline why they are at risk, and what control measures are (or need to be) in place.	
Commentary:	
Elderly – limited mobility Disabled – limited mobility Families with young children	

8	Means of escape – vertical evacuation	
Commentary:		
<p>There is also a fire exit to the western side of the main hall – these metal steps will lead out and down the fire assembly point near the tennis courts. There is also a fire exit near the stage which will lead down the stairs and out through the rear door of the ground floor.</p> <p>Ground floor – there is one door entry / exit. This is the main door used to enter the ground floor. Clearly labelled ‘</p>		
9	Fire detection and warning	
Commentary:		
All relevant worked completed by Chubb, twice a year.		
10	Fire safety signs and notices	
Commentary:		
All relevant worked completed by Chubb, twice a year.		
11	Emergency lighting	
Commentary:		
All relevant worked completed by Chubb, twice a year.		
12	Fire-fighting equipment	
Commentary:		
All relevant worked completed by Chubb, twice a year.		
13	Other fire safety systems (e.g. sprinklers, automatic smoke extraction)	
Commentary:		
N/A		
14	Maintenance	
Is there a maintenance program for the fire safety provisions in the premises? Y/N		YES
Commentary:		

Chubb have been appointed as the maintenance company for fire equipment, they conduct their checks twice annually.		
Are regular checks of fire resisting doors, walls and partitions conducted? Y/ N	YES	
Commentary:		
Yes by Chubb.		
Are regular checks of escape routes and exit doors carried out? Y/ N	YES	
Commentary:		
Escape routes and exit door are regularly checked to ensure they are all clear. New signage has been purchased to put at the front entrance of the hall to mark the fire exits. Any cars parking or blocking fire exit will be reported to the police.		
Are regular checks of fire safety signs carried out? Y/ N	YES	
Commentary:		
New Quay Memorial Hall caretaker and volunteers regularly check signage in the hall.		
Is there a maintenance programme for the fire warning system? Y/ N	YES	
	Weekly	
	Six-monthly	√
	Annually	
Commentary:		
Is there a maintenance programme for the emergency lighting? Y/ N	YES	
	Monthly	
	Annually	√

Commentary:		
Is there maintenance of the firefighting equipment (by competent person?) Y/ N	Yes	
	Weekly	
	Annually	√
Commentary:		
Is there a maintenance programme for other fire safety systems? Y/N	N/A	
Commentary:		
Are records kept and their location identified? Y/N	YES	
Commentary:		

Fire proof lockable cabinet located by the care takers storeroom on the first floor.

15 Method for calling the fire service

Commentary:

Fire Action

If you discover a fire:

- Sound the alarm using the nearest break glass call point
- Dial 999 to call fire brigade
- Close all windows and doors to contain the smoke and fire
- Leave the building by the nearest exit and report to the assembly point

If you hear the fire alarm...

- Leave the building by the nearest exit and report to the assembly point.
- Do not stop to collect belongings

Assembly Point located at...

- Main Hall – Entrance to Towyn Chapel
- Downstairs – Back Wall of Tennis Court

16 Fire emergency plan (FEP)

Commentary:

As above

17 Training

Commentary:

N/A

18 Significant findings

a) Existing control measures

Significant finding

Control measure

b) Fire safety deficiencies to be rectified

Deficiency/ Action/ Allocated to	Priority	Target date	Date rectified