

# FIRE SAFETY RISK ASSESSMENT

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Premises : All Saints Parish Hall  
Elm Grove Road  
London W5

Date of Assessment : 2 July 2010

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## **Overview.**

All Saints Parish Hall is a single storey concrete panel structure adjacent to All Saints Church on Elm Grove Road.

The building comprises a main hall with proscenium arch and stage, and a small adjoining kitchen. To the rear are 2 small meeting rooms and toilets. To the front is a foyer leading to male and female toilets and separate cloakrooms.

There is a loft space at the front accessible by a retractable ladder in one cloakroom. In addition to being used for activities relating to the Church, the Hall is let to various local groups during the day and evening.

Utility services. Electricity, water and drainage.

The main hall has a maximum seated capacity of 120 people.

There are fire extinguishers and a fire blanket available.

## **Means of escape**

From the main hall there are designated double escape doors operated by panic bolts leading to an external place of safety at the side of the building.

From the rear rooms and stage there is a single escape door operated by a panic bolt leading to an external place of safety at the rear of the building, this area can become overgrown.

There is an external door to the kitchen which is kept locked.

The main front double doors from the foyer are openable by panic latch from the inside.

There are fire exit signs from the main hall but no emergency lighting.

## **Fire Hazards**

*Items that could start a fire are identified as:-*

Electrical wiring, light fittings, items of electrical equipment, kitchen appliances.

*Items that could burn have been identified as:-*

Constructional joinery, printed matter, curtains (window and stage), playgroup equipment, toys, stage scenery/props, cleaning/maintenance materials, stored packaging, plastics.

The loft has limited access but has considerable amount of potentially combustible material stored.

## **People at risk**

All occupiers.

## **Risk Evaluation**

### **From Accidental Fire**

**MEDIUM / HIGH.** Main risk from cooking in kitchen area. Infra-red radiant heaters and old electrical wiring present further risk. Enclosed storage areas cupboards etc and cloakrooms should be inspected for combustible materials especially if these are accessible from escape routes.

### **From Arson**

**LOW.** Parts of the ground floor are not supervised so there is potential for a fire going un-noticed.

There is unrestricted access to the rear of the site and parts of the building perimeter are not visible.

### ***To be noted***

Fire Warning. There are no detection or warning devices installed.

Escape. There is no emergency lighting, final exit doors need to be maintained for easy operation and adjoining external areas cleared.

## **Recommendations**

### **PRIORITY ONE**

- A Whenever the building is occupied persons must be nominated to:-
  1. Deal with evacuation if a fire is suspected.
  2. Use fire fighting appliances.
  3. Call the fire brigade.
- B Familiarise all nominated persons with fire procedures for evacuation and position and use of fire fighting appliances.
- C Install photo-luminescent FIRE EXIT signs
- D Position and maintain emergency hand torch in case of power failure.
- E Service and maintain escape doors for ease of opening.
- F Ensure escape routes are not blocked and are free from combustible materials.
- G Install smoke detector in front lobby area.
- H Ensure future furnishings are to required fire retardant standard.
- I Inspect all storage areas for combustible materials and house in area with smoke detectors.
- J Ensure access to loft is restricted
- K Maintain records of incidents and procedures and implementation of recommendations of Fire Risk Assessment

### **PRIORITY TWO**

In longer term consider automatic detection/alarm system and emergency lighting.