

# Yarm Fellowship Committee



Fellowship Hall  
West Street  
Yarm-on-Tees  
Yorkshire  
TS15 9BT

## Medium Places assembly Risk assessment

**This is a fire risk assessment carried out for: -  
Yarm Fellowship Hall; West Street; Yarm.TS15 9BT.**

The Fire Risk Assessment was carried out by Mr Peter J Monck & Mr Philip Addison.

The fire risk assessment was completed using HM Government Fire Risk assessment for Medium places of assembly (2006)

### Floor area

The hall comprises a main entrance lobby, a disabled entrance lobby and a fire exit door within the cloakroom area, a main room, with an annex off, a rear room which is closed off using a wood and glass sliding partition, a cloak room area, store room off the annex and an office above the kitchen accessed by stairs. There is a storage area above the annex.

The central heating boilers are situated within the kitchen.

The hall is built with brick and stone.

The windows in the main hall are of stained glass and leaded with polycarbonate exterior panels on the outside.

The windows in the toilet block, Kitchen and rear hall are of wood, with double glazed panels.

All the LED Lights in the cloakroom/Toilets are automatic.

### Section 1

#### Identify sources of ignition

The following were identified

- Two Gas fired combi boilers in the Kitchen.
- Electrical equipment – kettle/s Dish Washer, Hot Cupboard, Fridge, Freezer, Extractor Fan above cooker, water heater all located and fixed within the kitchen area.
- Within the main hall; - sound system, electric piano
- The building is lit by LED lights.

#### Identify sources of fuel

The following were identified

- Wood – Sliding Partition, Stage, floor in main hall, decorative panelling around the walls. Tables
- Curtains – covering doors and windows
- Carpet
- Chairs, 160 Fabric fire retardants treated.

#### Identify the sources of oxygen

The following were identified

- air

## Section 2

### **People At risk**

The hall can accommodate and is licensed for 200 people. The seating is movable and can be set out to accommodate various types of events/activities. The chairs are fire retardant, and the Tables are Fire Retardant.

There is a movable stage made of Metal legs and wooden panels, which are fire retardant.

The hall is hired out to a variety of user groups. Each of the regular groups have their own access keys and are responsible for the security of the building.

## Section 3

### **Evaluate the risk of fire occurring**

**Accidental** – There is a no smoking policy within the hall and signs are prominently displayed. It is stated within the terms and conditions of the hall hire that there is a No Smoking Policy.

**Act of omission** – The electrical system is checked by a qualified electrician on an annual basis. Similarly, all portable electrical equipment is tested annually.

**Deliberately** – Yarm is not known for its vandalism although there is about one incident per year of breaking and entry, theft or vandalism.

### **Evaluate the risk to people from a fire starting in the premises**

**Main body of the Hall** – This is the area that the majority of people congregate. It is used on an irregular basis by groups/individuals hiring the hall.

Use of candles on tables for concerts is not allowed.

**Toilets** – These areas are usually used by more than one person or an adult and child. They are located in the cloak room.

### **The following possible risks were considered:**

- Electrical - There is an xpelair in each toilet area.

**Office** – This room is used storage. The room is located above the Kitchen and is accessed via a staircase within the annex; the windows are double glazed and sealed. The only means of escape is down the staircase.

### **The following possible risks were considered:**

- Electrical – The main electrical circuit breakers are located in the Disabled Lobby.

### **Remove and reduce the hazards that may cause fire**

1. Curtains are treated as flame retardant.

### **Remove and reduce the risks to people from a fire**

#### **Level of risk**

1. There is no restriction on where people with special needs (eg requiring walking aids) sit and no plan to give such people assistance in evacuating the hall, therefore the risk assessment has been raised from low to normal risk in line with guidance.

## **1. Detection and Warning**

2. There is an audible fire alarm system comprising three sounders, three push glass points adjacent to the fire exits and smoke detectors located in the ceilings in each room, including the loft space.

## **3. Fire fighting Equipment**

4. There are four foam extinguishers located at each fire exit point and outside the kitchen door. A CO2 extinguisher is located adjacent to the disabled lobby where the main electrical fuse board is located. There is a dry powder extinguisher in the kitchen as well as a fire blanket.

## **5. Escape routes**

6. The building can accommodate and is licensed for 200 people.
7. All emergency doors are accessible, visible and unrestricted. And all fire exit doors open outwards.

## **8. Lighting**

9. The building is often used during periods of darkness. There is an emergency lighting system in place should the power supply be interrupted

## **10. Signs and Notices**

11. There is a sign indicating exit above each door with emergency luminaries located above. The signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

## **12. Maintenance**

13. The annual check of fire extinguishers is carried out by a qualified person and the date of inspection recorded on the appliance. The electrical equipment check is carried out annually and the record kept in the safe. Portable appliances are inspected. The fire alarm and emergency lighting is inspected annually. The fire alarm and emergency lighting is tested weekly and a record is kept securely.

### Section 4

#### **Significant findings**

Non.

Signed

Peter J Monck  
Date October 2006  
Updated November 2019

Philip Addison  
Date October 2006  
Updated November 2019

The following text is taken from the guide pages 135 - 136.

### **Liaison with the fire and rescue service.**

The responsible person will need to ensure effective liaison with the fire and rescue service to enable them to carry out fire fighting operations. These may include information on:

- The provision of water supplies, seasonal ponds, lakes and underground tanks, and any associated pumps;
- Difficult access for fire engines;
- Particular hazards in the construction features of the building (including asbestos);
- The use of combustible under floor insulation;
- Underground vaults ducts and voids where fire may spread unchecked;
- worn stone slabs in stairway construction; and
- The presence of cast iron columns and wrought iron beams.

### **Emergency planning**

An important consideration for the owners and trustees is the protection of valuable artefacts and paintings from the effects of fire. However, the efficient evacuation of all occupants must take precedence over procedures for limiting damage to property and contents. Salvage work should be limited to those parts of the building not directly affected by the fire. Fire wardens and others tasked with carrying out salvage work should have received formal training, adequate protection and be fully briefed about the health and safety risk assessment carried out to identify the dangers associated with this activity.