

Fire Risk Assessment

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Premises particulars

Premises Name: Westmeston Parish Room

Use of Premises Parish Hall

Address: Westmeston Parish Room, Lewes Road,
Westmeston, East Sussex BN6 8RL

Owner/Employer/Person in control of the workplace Mr Paul Charman
3 Glebe Cottage, Lewes Road, Westmeston,
East Sussex BN6 8RH

Date of Risk Assessment May 2024

Date of Review May 2025

Name & relevant details of the person who carried out the Fire Risk Assessment

Mr Rod Pryde – Chair & Trustee, 1 Blackbrook Cottages, Spatham Lane, Westmeston BN6 8XJ
Mrs Tessa Haughton – Trustee, Middleton Laine, Lewes Road, Westmeston, Hassocks BN6 8RL

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General statement of policy

Statement:

To provide in Westmeston Parish Room, a fire warning and firefighting system that complies with current fire regulations.

To maintain these systems on a regular basis and to train Trustees and regular users of the Parish Room in the use of the firefighting appliances.

To provide clear instructions on evacuation and gathering for occasional users of the Parish Room

Signed:

Print Name: ROD PRYDE **Date:**

Commentary:

1. Fire Alarm and Emergency lighting. 6 x smoke detectors, 1 x heat detector, 9 x emergency lights monthly tested by management. Safety checks carried out twice yearly by B-9 Fire (February 2022)
2. Security and Fire Emergency Lighting exit signs checked on a monthly basis. Check list signed by Mr. Paul Charman
3. Four items of Fire Equipment (listed under section 14) checked annually by B-9 Fire
4. Break Glass Fire Alarm call points x 3 tested weekly on a rotational basis

4**General description of premises****Description:**

Built in 1999, the Parish Hall is a two-storey building which sits on a plot of 127m x 38m and is of brick construction with a slate pitched roof. The entrance is through a double door with security locks. At the rear are a pair of fire doors (fitted in 2014) which are the emergency exit.

The plot entrance is through a Five-Bar lockable gate. A pedestrian gate sits alongside and is also lockable. A new gate to the NE of the plot allows access for mowers and is kept locked.

The electrical 3 phase energy supply to the building is through a comprehensive switchboard located in the meeting room. The building is heated by night storage / convector heaters

Accommodation consists of 3 toilets (1 disabled), a kitchen, main hall, meeting room and a storage room on the first floor.

Cleaning fluids are kept in the locked room upstairs.

Outside is a large tarmac car park. A lockable shed is located next to the hall for the storage of ladders, etc. In addition, in 2024 solar panels with battery were installed.

Occupancy**Times the Premises are in use:**

08:00-22:00 Sunday to Thursday;

08:00-00.00 midnight Friday & Saturday

The Total Number of persons Employed within the premises at any one time: n/a

The Total Number of persons who may resort to the premises at any one time:

Size

Building footprint (Metres x Metres):

16.1m x 8.1m

Number of floors: 2

Number of Stairs: 1 staircase to storage space

5**Fire safety systems within the premises****Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)**

Break glass x 3 warning siren

Six smoke detectors and one heat detector – all now upgraded February 2018

Nothing automatically connected to Fire Station

Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)

9 Emergency lights situated throughout the building plus 3 emergency exit lights

Emergency lights tested monthly and recorded in book in electricity cupboard

Other: (i.e. Sprinkler system to LPC rules BS 5306)

None

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Plan drawing



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Identify fire hazards

Sources of Ignition:

1. Cooker in kitchen
2. All wiring and sockets
3. Electrical control equipment in meeting room
4. 6 Night storage / convector heaters
5. Solar panels and battery

Sources of Fuel:

Electrical supply only

Work Processes:

None

Structural features that could promote the spread of fire:

Wooden stairway to first floor storeroom

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Identify people at risk

Identify and specify the likely location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

- 1. Persons using the Parish Hall**
- 2. Trustees engaged in maintenance of the Parish Hall**

1. No combustible materials left out
2. All fire hazards removed from access
3. Fire precaution signage in place
4. Petrol for lawnmower kept off premises / grounds

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Means of escape – horizontal evacuation

Commentary:

1. Windows – all able to be opened without keys
2. East end fire doors – unobstructed
3. Front entrance door – outward opening

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Means of escape – vertical evacuation

Commentary:

Not applicable

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Fire safety signs & notices

Commentary:

1. Fire warning and instructions beside front door and light switch with telephone numbers, etc.
2. Notice for emergency evacuation located in main hall

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Fire warning system

Commentary:

See section 5

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Emergency lighting system

Commentary:

See section 5

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Fire fighting equipment

Commentary:

The below regularly checked by B-9 Fire annually

1. 2 x 9" water extinguishers – 1 in main hall and 1 in passageway near kitchen)
2. 2kg CO2 extinguisher in kitchen
3. Fire blanket in kitchen

16**Management - maintenance**

Is there a maintenance programme for the fire safety provisions in the premises **Yes**
Commentary:

See Section 3

Are regular checks of fire resisting doors, walls & partions carried out **Yes**
Commentary:

New rear fire doors installed in 2014 – surround upgraded in 2024

Are regular checks of escape routes & exit doors carried out **Yes**
Commentary:

Are regular checks of fire safety signs carried out **Yes**
Commentary:

Is there a maintenance regime for the fire warning system **Yes**
Commentary:

Every six months – see book in electricity cupboard

Is there a maintenance regime for the emergency lighting system **Yes**
Commentary:

Monthly

Is there maintenance of the fire fighting equipment (By competent person?) **Yes**
Commentary:

Maintenance regime for fire warning

Monthly test by hall management, every six months by B-9 Fire contract. See book in electricity cupboard

Monthly test by hall management for emergency lighting – see spreadsheet in electricity cupboard

Are records kept & their location identified **Yes**
Commentary:

Mr. Paul Charman, 3 Glebe Cottage, Lewes Road, Westmeston, BN6 8RH

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Method for calling the fire service

Specify:

Mobiles

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Emergency Action Plan (EAP)

Commentary:

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Training

Commentary:

Trustees - n/a as unlikely to be in Hall at the right time

Deficiency/Rectification	Priority	Date to be Rectified	Date Rectified
Fire evacuation sign at Front Door and in main hall	Now	Feb 18	Feb 18
*Insert additional pages as required			

Significant Finding

Control Measure/Action

***Insert additional pages as required**

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Additional hazards

Specify:

Need to consult fire service

Yes / No