

Mayfield Memorial Hall
Tunbridge Wells Road
Mayfield
TN20 6PJ
Registered Charity 305280

Risk Assessment: Fire

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Introduction.

The Hall was opened in May 1957. It was constructed by the Reema company, who based their design on pre-formed concrete panels, nine inches thick with a cavity between the inner and outer panels which were joined by internal ribs. The inner surface of the walls is clad with plaster coated fibreboard about 20mm thick bonded onto the concrete. The roof over the Hall is a barrel shape formed by semi-circular wooden trusses sitting on top of the concrete walls and clad on the outside with planks, which are now covered by a an expanded polyurethane membrane bonded onto the planks. The internal surface is covered in fibreboard with a plaster dressing. The northern extremity of the main Hall serves as two sports changing rooms. These are accessible only from the playing fields.

The roof space above the changing rooms is used as storage space for stage props and scenery. Additional flat-roofed rooms are added to the four corners. Those at the northern end serve as dressing rooms for the Stage. The south-western room is the kitchen, which is the primary entrance to the Hall. The south-eastern room is accessible only from the outside of the Hall and is used as an occasional committee room. The flat roof over the north-western dressing room and the kitchen is continuous, thus forming an additional closed space to the main Hall.

Potential Sources of Ignition.

1. **Dressing Rooms:**

These are generally only used to support stage performances. The dressing rooms are each equipped with a gas water heater and a gas convector heater. **All of these appliances are old, and whilst they are maintained in working condition, could be subject to leakage resulting in a fire risk.**

2. **The Stage:**

The stage is at the Northern end of the Hall, flanked by the dressing rooms. It is 8metres square. There are amplifiers and lighting control equipment on the Western wall. These are secured behind locked panels and so are available only to authorised users. **The use of the stage constitutes a possible source of ignition risk especially from the heat generated by the stage lighting. The use of candles, which are banned by Wealden District Council for licensable events must also be considered a potential risk.** Pyrotechnics are not permitted under the terms of the Hall insurance.

3. **Stage Store:**

This area is used only for the long-term storage of stage materials. There are no possible sources of ignition although the effects stored there are mainly made of timber and hence combustible.

4. **The main Hall:**

Smoking within the Hall is prohibited by law. The Hall itself is a vacant space, which can be used in any manner by its hirers that the Management Committee approve. There are no identifiable possible sources of ignition.

5. **The kitchen:**

The kitchen is equipped with two large gas ovens, a water boiler, a continuous gas-fired water heater and a plate warming cupboard. None of these devices is considered to be of high potential risk. The kitchen is fitted with an air extraction system interlocked to the kitchen gas supply.

6. **The Old Library/Committee room:**

This room is heated by an electric convector heater. It is used only occasionally for committee meetings and on Mondays by the MAYFACS support organisation. The room is not considered a high-risk area

7. **Foyer:**

This is the main entrance to the Hall and also is the entry point to the toilets on either side. There are no possible sources of ignition here.

8. **Toilets:**

Each of the three toilets; Male, Female and Disabled is provided with an electric hot-air hand drier. There are no serious sources of ignition.

9. **Foyer Loft:**

This room, above the foyer houses a water tank for the male toilet, the gas-powered warm air generator for the central heating, a video projector and amplifier for the Film Club and the wardrobe store for the W.I. **A possible source of ignition is malfunctions of the gas heater which is activated only during the winter when the Hall is in use.**

People at Risk

- The Hall occupies an isolated location, surrounded by a car park on one side and playing fields on the other three sides. Thus the risk to persons outside the building is minimal.
- The only time the building is occupied by only one person is when cleaning or maintenance are taking place. There is little likelihood that a solitary person be trapped and unable to raise the alarm should a fire occur.
- During normal hiring, the Hall is occupied by many people, supervised by event stewards who can conduct others to safety and raise the alarm. The provision of stewards is a requirement for events licensed by Wealden District Council.
- Hirers must site people with disabilities, maximum four people, near to the exits, as shown on the seating plan so they can be conducted away speedily should an emergency arise.
- The Hall may only be reserved by persons aged 18 and over. This ensures that any children present will be supervised by adults.

Reduction of Risk

The Hall Management Committee advocates a policy of discouraging smoking anywhere in the building; this is expected to be legally binding in 2007.

1. Appliances:

All appliances should be inspected and serviced regularly by a qualified technician and a log kept of such inspections.

2. Dressing Rooms:

All heaters should be switched off when not in use or set to the "AUTO" frost protection mode in winter.

3. The Stage:

Users should be instructed in the safe use of the lights and special effects.

4. The Main Hall:

Users must be made aware of the stipulations regarding the safe use of the Hall, especially the need to provide unobstructed exit routes and to inform others present at the hiring of the location of emergency exits. These requirements are made clear in the conditions of hire document, which is part of the booking application form.

5. The Kitchen:

All gas appliances must be extinguished and the water heater and dish washer switched off before the building is vacated.

6. Fire Extinguishers:

These are provided at strategic points around the building and are serviced annually.

7. Doors:

The doors which flank the stage in the main Hall and the main doors in the foyer have push releases on them. They cannot be locked and are checked for ease of opening on a regular basis. The dressing rooms have doors, which can be opened from the inside without the use of a key. The area outside the main entrance doors is marked as a *No-Parking* area in order to facilitate access by the emergency services.

8. Emergency Lighting:

Battery backed emergency lights are situated above the emergency exits, in the dressing rooms, on the stage, in the foyer and along the Hall.

Emergency Procedure

Should there be any report of suspected or actual fire the order must be given to evacuate the building and the occupants directed to the assembly point in the car park, near the Scout and Guide Hall.

If the alert occurs during a licensable event, the person to whom the licence is delegated has the responsibility for achieving the evacuation.

In the case of smaller gatherings, the chairperson, hirer or any competent person should take charge.

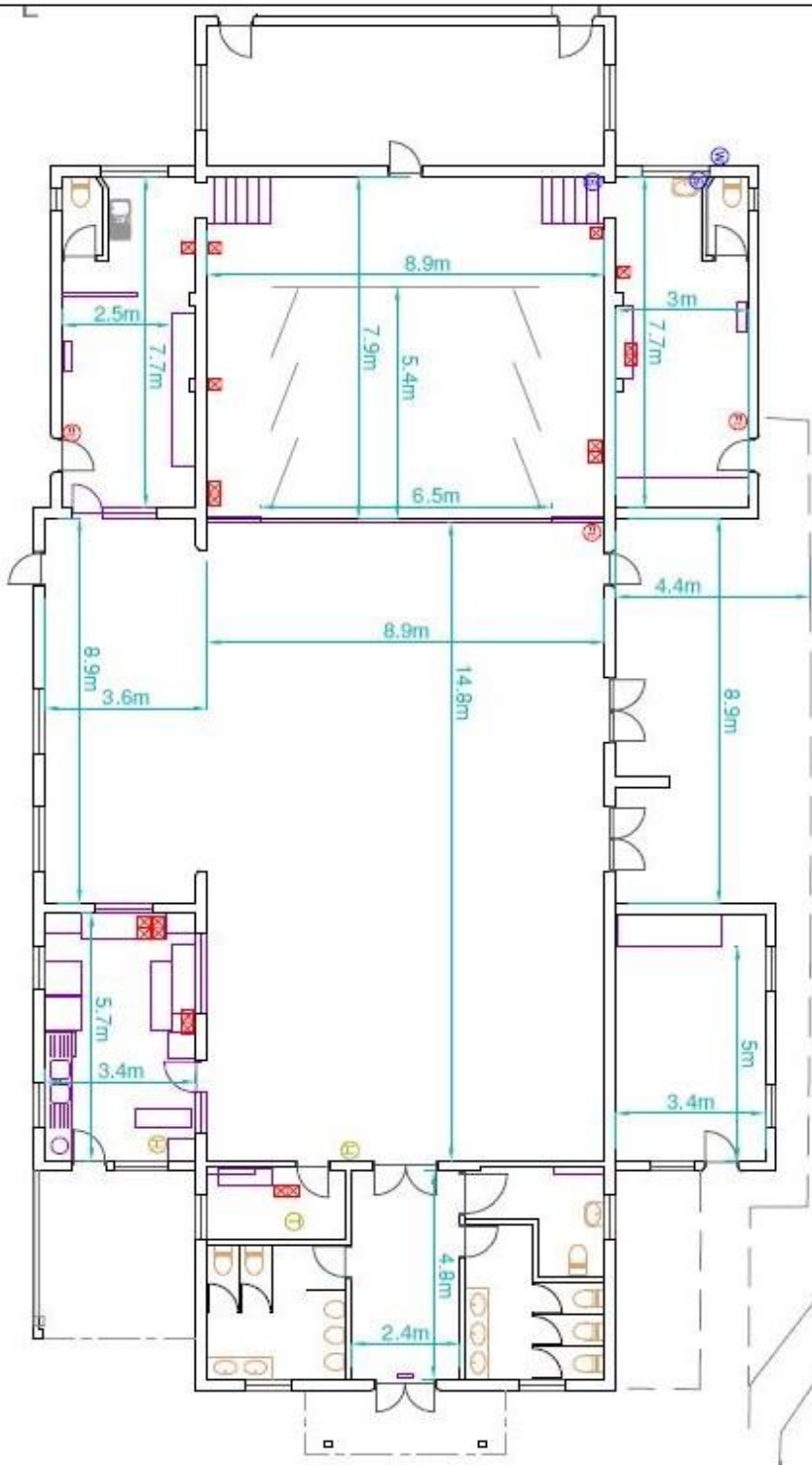
Under no circumstances should any attempt be made to control the suspected or real fire if this is likely to place any person in danger of injury.

The emergency services should be summoned by dialling 999 on any available telephone. The address should be given as:

***Mayfield Memorial Hall
Court Meadow
Tunbridge Wells Road
Mayfield, TN20 6PJ***

The Hall Manager or any member of the Hall Management Committee should be informed of any emergency as soon as possible.

The telephone numbers of emergency key holders are listed on the outside of the kitchen door.



- DRAWING KEY**
- ▽ Motion Sensor
 - ⊠ Twin 13amp Socket
 - ⚡ Switch
 - ⊙ Light
 - ▬ Fluorescent Striplight (single)
 - ▬ Fluorescent Striplight (double)
 - ☎ Telephone
 - ⊕ Heating Control
 - 🔥 Fire Extinguisher
 - ⚓ Tap / Water Supply
 - ⛔ Water Stopcock (m = Man)

- ▭ Brown Melamine Table
60 x 60 cm (497-12)
- ▭ Wooden Table
65 x 65 cm (497-9)
- ▭ Folding Trellis Table
183 x 77 cm (497-22)

Mayfield Memorial Hal

2014-2015
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MEMPHOTO.COM
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General Floor Plan

DATE: 01/01/18
 DRAWN BY: M.M.A.L. 001
 SCALE: 1:1