

Supporting Multi-Point “RISK ASSESSMENT”

- 1: Assessment Target Details - Including Location & Structure
- 2: Risk Assessment – To aid escape from fire of Public & Staff
- 3: Noted Objectives - Projects, or Future Corrective Changes
- 4: Correctives Status - Achieved Changes & notes on use
- 5: Supportive Data

1: Assessment Target Details - including Location & Structure

Charing Parish Hall

Location:

Station Road
Charing
Ashford
KENT
TN27 0JA

OS Map Reference: [TQ952493](#)

Position Guide:

35M West of Crossroads Junction with A20 Main Road
& Station Road. (also known as Pluckley Road)

Structure:

Brick built structure with part timber cladding, and clay roof tiles.

2: Risk Assessment by area.

Main Hall:

Hall measures appx 15.5 by 8.5 (M)

A brick based, wooden porch-way, appx 2M in depth, with double, Outward opening doors, encompassing stone steps entrance, allow access to Main Hall double doors.

The internal security bar and bolts must be removed from these doors, whenever the Main Hall is in use, so as to allow the Porch-way to be part of a Fire Exit route.

Hall double doors are outward opening, held closed by light bolts only. These doors are the Halls main doors and most obvious fire exit.

As shown in the drawings, a double doorway Fire exit is on the Hall side, appx halfway down its length, leading to a hard surfaced pathway accessing the road.

Main building Electricity Switch Gear, Main Hall Heating, Ceiling Fan and Lighting controls are left of the Main entrance double doors, as shown on the line drawings, and Main Hall photograph.

Emergency Lights, and Fire Extinguisher positions are also shown on these drawings.

The Main hall has two other doorways, one leads to the Lobby area by the Kitchen and Toilet access, the other to the Lobby area and Third building Exit.

The Electricity supply, Switchgear, and all Electrical Wiring, Fixtures and Fittings, including Emergency Lighting, are checked annually.

The Fire Extinguishers and Fire Blanket, as shown on the Line Drawing.

Where possible, the furniture, coverings, and Curtains, when applicable, meet the latest known fire requirements.

Kitchen and Toilets.

The Kitchen, will have all of the recognised Risks associated with such areas, such as Scalding, Burns, Cuts etc. These can be mediated by the users of this area being made aware at time of Hire, that small children in particular, and all youngsters, should not be allowed in the working kitchen area unless a responsible adult is present.

All portable Electrical equipment supplied by CPC will carry an up to date PAT label as proof of testing.

Electrical item supplied by the responsible hirer will be checked for PAT certificate compliance or as far as is reasonably practicable personal electrical items item will be visually inspected.

An adequate First Aid Kit, for minor incidents, shall be kept in the Kitchen. Checked regularly and topped up if supplies are needed.

A fire blanket is supplied and shall be checked annually under the Fire Equipment check.

The Lobby area around the kitchen leads to the toilets at the rear of the building.

The Kitchen is Appx 2.2 M by 3.20 M

Fire Extinguishers and Emergency Lighting for these areas are shown on the Line Drawings and in the attached photographs.

Lobby Area including Stairs and Third Building Exit.

This area contains a doorway from the Kitchen and Toilet Lobby, a door to a large Storeroom, the Stairway to the Upper Meeting Room, and the Third Main Building Exit.

A clear and uncluttered route must be kept from the Kitchen/Toilet lobby into this area at all times, as this is the main obvious, and marked Fire Exit for the Kitchen area.

This Lobby is also the **ONLY** Emergency Exit route for the upper Meeting Room; therefore, an Uncluttered Escape Route must be available at all time.

Emergency Lighting and Fire Extinguishers are shown on the Line Drawings.

Upper Meeting Room

The Upper Meeting Room is appx 5.2 M wide and 4.5 M deep, with an adjoining Records and Office/Stock room attached.

No special hazards are associated with this room, except that the only sensible access or egress is via the one and only stairway to the lower Lobby. This Stairway must be kept clear at all times.

The Fire Extinguishers, and Emergency Lighting for this area is shown on the Line Drawing.

3: Noted Objectives - Projects, or Future Corrective Changes

This Risk Assessment is made with the Prime Consideration being that if any “Worst Case” incident should take place, any person in the building at the time, can make an exit to a place of safety, without difficulty, or hindrance, and that as far as is possible, all assistants to a safe exit is made available. All new fire extinguishers have been replaced in March 2014. Meeting all new rules and regulations on the number of extinguishers required. These are to be maintained annually.

The above Assessment has been considered, under the belief of normal Day, or Evening, usage of the premises.

If, for any reason, the Parish Hall is used Over Night, particularly for any group that might Sleep in the Hall, then that is a different matter altogether. A new set of Legislation and Safety matters would need to be considered. With that in mind, if any Hirer is mindful that a designated “Waking Watch” would need to be kept at all times through the night. Any minors present overnight must be accompanied by a dedicated adult ‘minder’ who shall be deemed responsible for that minor in case of an emergency. It must be made clear that it is the Hirers responsibility to keep a Register or Log of ALL of those present at all times through the night, and that the safety of the group is the Hirers responsibility, and none falls on the Parish Council, any of its Members, or Officers, in any way. This shall be written into any agreement that might be made that would allow an overnight stay in the Hall and the Hirer must Sign and agree to the Statement.

Also any other data that might support, or show, that The Charing Parish Council considers that Public Safety on these Premises and any other under CPC control, is of prime consideration, and that due consideration is made, and also monitored on a regular basis.

Table of Changes and updates	Date of Review / Reason	Date / Signature

Signed (To be approved on or at full council meeting		Date	4 th May 2021
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