



Gwasanaeth Tân ac Achub
Fire and Rescue Service



Gwasanaeth Tân ac Achub
Canolbarth a Gorllewin Cymru
Mid and West Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru
South Wales
Fire and Rescue Service

Fire Risk Assessment

1 Premises particulars

Premises name:	NEW QUAY MEMORIAL HALL		
Address:	TOWYN ROAD, NEW QUAY, SA45 9QQ		
Use of premises:	COMMUNITY HALL		
Employer/ Owner/ Person(s) in control of the workplace:	TRUSTEES OF THE HALL		
Date of assessment:	18.08.24	Date(s) reviewed:	01/09/21, 22/08/22, 22.02.23,
		Date for next review:	August 2025
Name and relevant details of the person undertaking the Fire Risk Assessment/ review:			
JULIAN EVANS – CHAIRMAN OF TRUSTEES			
Signed:	J.R.Evans	Date:	18.08.24

2 General statement of policy

Statement:

It is the policy of New Quay Memorial Hall to protect all persons including volunteers, contractors and members of the public from potential injury and damage to their health which might arise from work activities. New Quay Memorial Hall will provide and maintain a safe and healthy environment, and equipment. New Quay Memorial Hall will give a high level of commitment to health and safety and will comply with all statutory requirements.

3 General description of premises

Description

New Quay Memorial Hall is used by various community groups such as New Quay Town Council, Ceredigion County Council Electoral Services, Welsh Blood Service, Remembrance Day Service, Yoga, Badminton, Country Market, Arts for Wellbeing, Clonc, New Quay Seaside WI, Camera Club, Community Clothes Rail. New Quay Memorial Hall currently facilitates New Quay Snooker Club and also facilitates New Quay Community Library since October 2021. It can also be hired by members of the public for parties / events / hybrid meetings. Since November 2023 the Memorial Hall has also

been running as New Quay Community Hub. The trustees are responsible for one employee – Development Officer whose office is based in Room 1.

Occupancy

Times the Premises are in use	From:	09:00	To:	01:00
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The total number of persons employed within the premises at any one time:	0
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The total number of persons who may be present (including visitors) at the premises at any one time:	300
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Size

Building foot print (metres x metres)	70 X 40
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Number of floors:	3
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Number of Stairs:	5
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4 Plan drawing

Please see document – 'Fire Zone Poster'

5 Identify fire hazards

Ignition sources:

Oil fired electric heaters

Fuel sources:

Toilet Paper
Hand towels

Work processes:

N/A

Structural features that could promote the spread of fire:

N/A

6 Identify people at risk

Identify people at risk in the event of a fire and their location within the premises. Outline why they are at risk, and what control measures are (or need to be) in place.

Commentary:

Elderly – limited mobility
Disabled – limited mobility
Families with young children

8	Means of escape – vertical evacuation
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Commentary:

<p>1st floor –there are two fire exits located at the front of the Hall near the foyer There is also a fire exit to the western side of the main hall – these metal steps will lead out and down the fire assembly point near the tennis courts. There is also a fire exit near the stage which will lead down the stairs and out through the rear door of the ground floor.</p> <p>Ground floor – there is one door entry / exit. This is the main door used to enter the ground floor. Clearly labelled ‘</p>
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9	Fire detection and warning
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Commentary:

All relevant worked completed by Chubb, three times a year.

10	Fire safety signs and notices
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Commentary:

All relevant worked completed by Chubb, but monitored by the committee throughout the year.

11	Emergency lighting
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Commentary:

All relevant worked completed by Chubb, once a year.
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12	Fire-fighting equipment
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Commentary:

All relevant worked completed by Chubb, once year.
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13	Other fire safety systems (e.g. sprinklers, automatic smoke extraction)
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Commentary:

N/A

14	Maintenance
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Is there a maintenance program for the fire safety provisions in the premises? Y/N	YES
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Commentary:

Chubb have been appointed as the maintenance company for fire equipment, they conduct their checks as stated above.	
Are regular checks of fire resisting doors, walls and partitions conducted? Y/ N	YES
Commentary:	
Yes by Chubb.	
Are regular checks of escape routes and exit doors carried out? Y/ N	YES
Commentary:	
Escape routes and exit door are regularly checked to ensure they are all clear. New signage has been purchased to put at the front entrance of the hall to mark the fire exits. Any cars parking or blocking fire exit will be reported to the police.	
Are regular checks of fire safety signs carried out? Y/ N	YES
Commentary:	
New Quay Memorial Hall caretaker and volunteers regularly check signage in the hall.	
Is there a maintenance programme for the fire warning system? Y/ N	YES
	Weekly
	Six-monthly
	Annually
Commentary:	
Is there a maintenance programme for the emergency lighting? Y/ N	YES
	Monthly
	Annually

Commentary:	
Is there maintenance of the firefighting equipment (by competent person?) Y/ N	Yes
	Weekly
	Annually
Commentary:	
Is there a maintenance programme for other fire safety systems? Y/N	N/A
Commentary:	
Are records kept and their location identified? Y/N	YES
Commentary:	

Fire proof lockable cabinet located on the ground floor near to the exit.

15 Method for calling the fire service

Commentary:

Fire Action

If you discover a fire:

- Sound the alarm using the nearest break glass call point
- Dial 999 to call fire brigade
- Close all windows and doors to contain the smoke and fire
- Leave the building by the nearest exit and report to the assembly point

If you hear the fire alarm...

- Leave the building by the nearest exit and report to the assembly point.
- Do not stop to collect belongings

Assembly Point located at...

- Main Hall – Entrance to Towyn Chapel
- Downstairs – Back Wall of Tennis Court

16 Fire emergency plan (FEP)

Commentary:

As above

17 Training

Commentary:

N/A

18 Significant findings

a) Existing control measures

Significant finding

Control measure

b) Fire safety deficiencies to be rectified

Deficiency/ Action/ Allocated to	Priority	Target date	Date rectified