PLATT MEMORIAL HALL

FIRE RISK ASSESSMENT

Original undertaken on 23 July 2016 by Sandy Mackay – Reviewed/updated April 2026 by David Vallance, Chairman of Trustees.

Address: 1 Platinum Way, Platt, Sevenoaks TN15 8FH

Platt Memorial Hall building comprises two halls, kitchen, stores and ancillary accommodation.

Fire Hazards identified:

Sources of ignition: Gas boiler in kitchen cupboard; electric fan heater in kitchen kick space panel; air conditioner units; microwave; gas hob; electric ovens (2); dishwasher; refrigerator (2); water urn; kettles; water pump in gents toilet duct; vacuum cleaner; light fittings.

Sources of fuel: Curtains, low risk as treated with fire retardant; Bowls mats believed to be treated with fire retardant, bowls timber stop ends; Taekwondo Mats Non-toxic EVA foam, non-combustible with no ignition source within 1m. Paper towels and cloths in cleaner's cupboard; display equipment stored in loft; papers- paper towels/toilet rolls stored in loft; chair upholstery (low risk as treated with fire retardant). Additional plastic chairs stored in loft.

Sources of oxygen: no additional sources present

People at risk:

Hirers of the hall (various numbers depending on activity); Trustees attending meetings and carrying out work at the hall (up to 15 maximum); cleaners employed in the hall (usually 2); members of the public attending events at the hall (up to 200) and any hired contractors carrying out work in the hall.

Evaluation, removal and reduction of risk:

Risk of fire occurring: Kitchen contains the majority of the potential sources of ignition and could potentially be unattended at the time of ignition; combustible material is stored in the loft and is accessible via restricted staircase.

Risk to people: Kitchen, stores and loft could contain a fire that would not be seen; however, all contain fire alarm sensors, so risk is minimised.

Remove and reduce hazards: No hazards known that should be reduced or removed.

Remove and reduce risks to people: Fit notices showing procedures to be followed in the event of fire; provide instructions for resetting fire alarm in the case of a false alarm; train regular hirers and trustees on fire procedures including correct use of fire extinguishers, evacuation procedures and roll call of attendees. Fire checks carried out weekly/monthly as required and recorded in logbook.

All fire/emergency equipment is compliant with 6 monthly/yearly service testing and logged.

Assessment Review:

To be carried out every two years (unless significant change) to check all procedures are in place and review their effectiveness.

Reviewed June 2026