

Knole Hall Risk Assessment for the Committee, Hall Stewards & Helpers

1 People at risk

The elderly and those with medical issues. Wheelchair users and those with any disability.
Those unfamiliar with the building and site.

2 Who is Responsible?

- a) St John the Evangelist Church, is responsible for the full building Health and Safety assessment, building maintenance and fire precautions.
- b) The current Committee Members of Preston Park u3a, individually and jointly as trustees are responsible for the safety and welfare of those using the hall during our u3a events.
- c) All Committee Members, Hall Stewards and Helpers should be fully familiar with the evacuation routes and Health & Safety procedures.
- d) Level access and exit is through the front right Fire Exit doors and alongside Knole Hall.
- e) All Committee Members and Hall Stewards are and will act as Fire Marshalls (see on). The meeting Chair and the two deputy meeting Fire Marshals appointed by the Chair will be responsible for making sure the hall is empty.

3 Fire & General Hazards

- a) The Kitchen oven and hob are electric as is the water heater which is under the right hand side of the sink. Switch them off at the wall switches, unless in use.
- b) The gas heating boiler which is boxed in and has no access.
- c) Materials bought in for, say, decorative purposes such as paper goods.
- d) Electrical failures or faults and water leaks.
- e) Stacking hazards involving chairs, tables and benches in 2 store rooms and on the stage.
- f) Cable trip hazards for electrical appliances and audio visual equipment in use.
- g) The steps to the 2 store rooms & the stage which are not fixed and therefore a fall risk.
- h) Cleaning and any other noxious fluids and chemicals.
- i) The cloakroom/WC & the upstairs meeting room & the risk of people being trapped there.
- j) Any obstruction which (might) block any of the four main and one subsidiary fire exits.
- k) People smoking which is prohibited anywhere in the hall or on the church's premises.
- l) The centre and two side aisles must be kept clear of all obstructions at all times.
- m) Vehicles using the front forecourt must leave clear pedestrian exit ways.

4 Medical Emergency

- a) Put the ill person in a safe and comfortable position and assess the situation.
- b) Phone 999 immediately for an ambulance if in any doubt.
- c) Ask the ill person or their family or friend(s) for their relevant medical history and/or check their membership card.
- d) Ask if there is a First Aider or Doctor present.
- e) There is a first aid kit and an accident book in the kitchen.
- f) Our defibrillator will be on the edge of the stage at each monthly meeting.

5 In the Event of a Fire or need for Emergency Building Evacuation

- a) Announce an evacuation immediately.
- b) Nominate two Committee Members as Deputy Fire Marshals. asking one to Dial 999 and call Fire Brigade
- c) Delegate one to dial 999 contacting the Fire Brigade immediately.
- d) Attempt to extinguish the fire if possible but take no risks. NB There is a fire blanket in the kitchen. Five Fire Extinguishers are located as follows:-
 - 2 wall-hung in the hall beside the 2 fire exit doors towards Knoyle Road
 - 2 wall-hung beside the 2 fire exit doors either side of the stage.
 - 1 wall-hung on the stairs to the lower ground floor near the electrical intake.
- e) There are five exits from the hall but only four are clearly marked as fire exits.
 - 2 fire exits through the main doors towards Knoyle Road. One has handrails.
 - 2 fire exits near the stage through the double doors into the two side passages.
NB The western side passageway is the entrance and exit for wheelchair users.
 - 1 side door from the front lobby (and staircase to the first floor) with 2 steps down to the side passage. This lobby also has a connecting door to and from the kitchen.
- f) The Fire Marshalls should ensure a calm and orderly evacuation avoiding any exit with a nearby fire or other risk and then shut any doors, if possible, to contain the fire or smoke.
- g) The Fire Marshalls should assist anyone with a disability out of the building or delegate this role to someone else who is competent and able-bodied.
- h) The meeting chair and 2 deputy meeting Fire Marshalls should also be aware that people may be upstairs, on the stage, in the adjoining store rooms or in the cloakroom/WCs and check these areas before confirming no people remain in Knoyle Hall.
- i) The meeting point is on the pavement beside St John's Church outside the Parish Office.

6 Emergency Church Contacts

Alex Harrex (hall manager) 07847 352889 or St John's office 01273 553311

7 Approval & Review of This Policy

- a) In the event of any incident the feedback of those involved should be obtained, passed to St John's Church and this policy should be fully reviewed by Preston Park u3a Committee.
- b) This policy should be reviewed on a yearly basis following a re-inspection of the building.
- c) In the event of any building deficiencies being noted, the committee should inform St John's Church and request appropriate action, urgently if necessary.

Version No.	Re-Inspected	Approved By	Approval on	Minuted (Meeting)	Copies Circulated to	Next Review	Review By
Version 10 Nov 2025	06 Nov 2025	PP u3a Committee	07 Nov 2025	07 Nov 2025	u3a Committee, Hall Stewards, Helpers & some Group Leaders.	Nov 2026	Sara Piper