

Foston & Scropton Parish Hall Committee (FSPHC)

## **Fire Safety Risk Assessment/Procedures**

### **Description of Premises**

Foston & Scropton Parish Hall is a wooden-built single-story community building situated in the centre of Scropton village, next to the allotments. The Hall is a registered charity and is run by FSPHC/Foston & Scropton Parish Council. The committee consists of elected members of the public, and/or members of Foston & Scropton Parish Council

The building comprises the main hall, separate men's, women's and disabled toilets,) and a small kitchen area. The main hall can hold about 80 people standing (about 60 sitting) and is available to hire for both private and public events.

There is an open area/ car park to the front of the building, with space for approximately 20 cars. There are two emergency exits leading directly out of the building from the main hall. The area to the side and rear of the building is mainly laid to grass, and an adjacent property.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written agreement between FSPHC and the Hirer forms the basis of the Hiring agreement. The hiring agreement draws the hirers' attention to the health and safety and licensing obligations that the Booking places upon them. Hirers are expected to provide attendants to meet the requirements of licensing conditions.

The Hall is not licensed for the sale of alcohol. Hirers are responsible for arranging a temporary event license (if required) and for meeting the obligations of the license.

### **Principle Uses of the Parish Hall**

The parish Hall maybe used for a wide variety of functions. These cover, but are not limited to afterschool club, mothers & toddler group, Parish Council meetings, Play Group, scrap book classes, cabarets, plays, private parties, music recitals, summer fates and charity fund raisers.

FSPHC will encourage all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own Group of users and their activities.

This Fire Risk Assessment has been done by Foston & Scropton Parish Council to cover all aspects of the Hall, but in particular for those Hirers who are not familiar with the layout and equipment.

FSPHC encourages Hirers to make themselves aware of the exit routes, the fire fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users and is also on the Notice Board.

## **People at Risk of Fire**

It is the responsibility of hirers to ensure the hall is securely locked after use, so the building should never be left open and unoccupied. Both doors are fitted with a 5 point locking system, with access to keys being controlled by the committee.

**Staff:** FSPHC does not employ any staff. The Clerk of the Parish Council uses the hall for Council matters.

**Trades People:** FSPHC employs local trades' people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Local trades' people who are familiar with the building may gain access to the hall by arrangement with the Parish Clerk, while others may be escorted by one or more committee members.

**Hall Users (up to 80 inside at any time):** These will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate and assimilate. The main hall area is open plan and has easily identifiable door/fire exits on one side. Emergency lighting is installed over fire doors, and this is tested regularly. There are two exit/fire doors in the main hall that exit directly outside.

**Disabled Persons:** At a typical function there may possibly be a limited number of disabled persons. It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. All emergency exit doors are on a level with the paths outside, which are either concrete or paved, so there are no barriers to wheel chairs.

**Children:** It is the responsibility of hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. Primary hall user groups, like Play Group and Mother & Toddler, are expected to have carried out their own Fire Risk Assessment.

**Other Members of the Public (who are not using the Hall):** Members of the public may walk past the hall on their way to the allotments, and residents at the adjoining property.

## **Fire Safety Consultations and Document References**

This document is based on recommendations in '*Fire Safety Risk Assessments for small and medium places of assembly*', published in 2006 by the Department for Communities and Local Government.

*"In many premises a fire may be obvious to everyone as soon as it starts (e.g. in a simple open plan parish hall). In these cases, where the number and position of exits and the travel distance to them is adequate, a simple shout of 'fire' or a simple manually operated device, such as a gong, whistle or air horn that can be heard by everybody when operated from any single point within the building, may be all that is needed."*

Following the above advice and that advice from Mace Securities, two hand rotary fire alarms were installed near to each exit

**Control Measures**

Fire Hazard	Likelihood (1 Low -5 High)	Risk to people from fire hazard	Measures To Avoid or Reduce:	
			The Hazard	Risk to People
Fire inside the Hall	3	Smoke Inhalation Burns Death	<p>Ensure sufficient and correct fire fighting equipment is available and that a qualified practitioner inspects it at least once per year.</p> <p>The location of fire fighting equipment and exits are clearly marked on a plan of the parish hall, which is published in this document</p> <p>Ensure suitable fire detection equipment is installed and maintained.</p> <p>FSPHC will take the advice of the inspection of a fire practitioner to increase, change or move location of the fire detection/fighting equipment as appropriate.</p> <p>A test of continued illumination in event of a power failure will be done yearly.</p> <p>A test of the Smoke Alarms will be done half yearly.</p> <p>Ensure that parish hall furnishings are made of a non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc</p> <p>Hall users will be asked to</p>	<p>Ensure hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are.</p> <p>Ensure the hirers know that they must organize a fire marshal to check the building has been vacated and that the fire brigade has been called out (as appropriate).</p> <p>Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a quarterly basis.</p> <p>Ensure a record of key holders and of those hirers (Group names) that have been given temporary access to a key is kept by date and session (times).</p> <p>Users will be made aware of their responsibilities under the Premises License (via the Booking process).</p> <p>Regular User Groups will be advised that they should carry out their own Risk Assessment and that a copy should be lodged with FSPHC</p> <p>Whilst FSPHC will advise and encourage, it cannot be held responsible for a group not carrying out their own Risk Assessment</p>

			remove all their rubbish when they leave the building (i.e. emptying any bins)	
Fire on the Premises outside the hall.	1	Evacuating People towards the source of the fire		Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate at least one fire marshal to ensure the evacuation is coordinated properly and safely.
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	Electrocution While attempting to put out the fire with water	A qualified practitioner checks the internal electric installation once per year (including all portable electrical appliances and stage lighting system) and the overall power supply to the Parish Hall at least once every five years. A Certificate of Inspection will be obtained for each inspection	Ensure suitable fire fighting equipment is available close to the likely sources of electrical fires.
Smoking	3	Smoke Inhalation Burns.	A No Smoking policy will be enforced throughout the premises. No Smoking signs will be strategically placed throughout the building	
Children playing with matches or other combustibles	2	Smoke Inhalation Burns		Ensure hirers are aware of their responsibility to supervise children while inside the hall
Arson	1	Smoke Inhalation Burns Death	Ensure appropriate level of security lighting (sensor operated) is installed and maintained. Ensure hall hirers are aware of their responsibility for the hall during their occupation and take reasonable steps to prevent wilful damage	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted

Hall Plan:

Key-

 Fire Extinguishers & Rotary Alarms

 Emergency Exit- Illuminated Lighting Above

 Fire Evacuation Points

