Foston and Scropton Parish Council

in South Derbyshire

Foston & Scropton Community Hall - Fire Safety Risk Assessment

Foston & Scropton Community Hall Committee (FSPHC)

Fire Safety Risk Assessment/Procedures

Description of Premises

Foston & Scropton Community 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 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 50 people 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 Community Hall

The Community Hall is 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 borrowing a key from a local Parish Councillor, while others are always escorted by one or more committee members.

Hall Users (up to 50 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 community 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	Fire Hazard Likelihood Risk to Measures To Avoid or Redu			void or Reduce:
	(1 Low -5	people from	The Hazard	Risk to People
	High)	fire hazard		
Fire inside	3	Smoke	Ensure sufficient and correct	Ensure hall users/hirers know
the Hall		Inhalation	fire fighting equipment is	how to evacuate the building,
		Burns	available and that a qualified	where the fire-fighting
		Death	practitioner inspects it at	equipment is located and
			least once per year.	where the assembly points
				are.
			The location of fire fighting	
			equipment and exits are	Ensure the hirers know that
			clearly marked on a plan of	they must organize a fire
			the community hall, which is	marshal to check the building has been vacated and that
			published in this document.	
			Ensure suitable fire detection	the fire brigade has been called out (as appropriate).
			equipment is installed and	caned out (as appropriate).
			maintained.	Ensure all Fire Exit doors are
			maintainea.	checked for illumination,
			FSPHC will take the advice of	ease of opening and that the
			the inspection of a fire	Emergency Exit Routes are
			practitioner to increase,	clear on a quarterly basis.
			change or move location of	. ,
			the fire detection/fighting	Ensure a record of key
			equipment as appropriate.	holders and of those hirers
				(Group names) that have
			A test of continued	been given temporary access
			illumination in event of a	to a key is kept by date and
			power failure will be done	session (times).
			yearly.	
				Users will be made aware of
			A test of the Smoke Alarms	their responsibilities under
			will be done half yearly.	the Premises License (via the
			Ensure that community hall	Booking process).
			furnishings are made of a	Regular User Groups will be
			non-combustible material or	advised that they should
			a material that has been	carry out their own Risk
			Fireproofed to the standard	Assessment and that a copy
			applicable at the time of	should be lodged with FSPHC
			purchase. This includes	
			window curtains, chairs, etc	Whilst FSPHC will advise and
			, , , ,	encourage, it cannot be held
			Hall users will be asked to	responsible for a group not
			remove all their rubbish	carrying out their own Risk
			when they leave the building	Assessment
			(i.e. emptying any bins)	

Premises outside the hall. People towards the source of the fire People towards the source of the fire and to allocate at least one fire marshal to ensure the evacuation is coordinated properly and safely. People towards the source of the fire and to allocate at least one fire marshal to ensure the evacuation is coordinated properly and safely. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available close to the likely sources of electrical fires. Pensure suitable fire fighting equipment is available and the overall power supply to the Parsh Hall at least once every five years. A Certificate of Inspection Will be obtained for each inspection Will be obtained for each inspection	Fire on the	1	Evacuating		Ensure hirers understand and
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and take reasonable steps				and take reasonable steps	
·				to prevent wilful damage	
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Hall Plan:





