



# **Foston and Scropton Community Hall**

**Charity Number: 509025**

**Fire Safety Policy & Procedures**

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## 1. Introduction

This document describes the Foston & Scropton Community Hall’s (FSCH) fire risk policies & procedures. The document details the routine checks completed and how these will be recorded to provide a robust audit trail.

It is the policy of the Foston & Scropton Community Hall to protect all persons including employees, customers, contractors, and members of the public from potential injury and damage. FSCH will provide and maintain safe working conditions, equipment, and systems of work for employees, and users of the hall and provide such information, training and supervision as they need for this purpose.

FSCH are committed to ensuring health and safety and will comply with all statutory requirements.

## 2. Responsibilities

2.1. The Fire Safety Responsible Person is the Foston & Scropton Parish Clerk, the Accountable Persons are the Sole Trustees (Foston & Scropton Parish Council).

2.2. As Responsible Person they will:

- Complete routine checks as detailed in this document.
- Ensure checks, tests and maintenance including faults and remedial action taken, are recorded. The date on which each fault is rectified should also be recorded.
- Report to the Sole Trustees any issues and ensure carrying out of any work necessary to maintain the system in correct operation.
- Schedule routine servicing & supervise the servicing of the system.
- Update policies & procedures as appropriate.

2.3. As Accountable Persons the Parish Council will:

- Ensure appropriate training is provided to staff to enable them to perform their duties safely.
- Expedite repairs/ maintenance including faults to ensure remedial action taken in a timely fashion. should be recorded.

## 3. Description of Premises

Foston & Scropton Community Hall is a wooden-built single-story community building situated in Scropton village. The Hall is a registered charity whose Sole Trustee is Foston & Scropton Parish Council.

**Hall Address:**

Foston & Scropton Community Hall  
Scropton Road,  
Scropton  
De65 5PS

**What3Words location:** advantage; yappy; everybody

The building comprises of

- A main hall, measures 18m in length and 4.6m wide.
- 1 able-bodied toilet and 1 disabled toilet.
- Small kitchen area, with two sinks.
- 6 electric heaters.
- 2 emergency exits (leading directly to car park area); both doors are fitted with a 5-point locking system, with access to keys being controlled by the Parish Clerk.
- Parking facilities; 2m barrier height restriction at entrance.

The main hall can hold 48 people and is available to hire for both private and public events. 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.

There is an open area/ car park to the front of the building, with space for approximately 20 cars. The area to the side and rear of the building is mainly laid to grass, and an adjacent property.

## 4. Principle Uses of the Parish Hall

- 4.1. 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.
- 4.2. A written agreement between FSCH 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.
- 4.3. FSCH 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. A copy of their risk assessment should be forwarded to the Parish Clerk.
- 4.4. FSCH encourages Hirers to make themselves aware of the exit routes, the firefighting 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 via the Hire Agreement, there is also a copy on the notice board contained within the kitchen area.

## 5. Training

- 5.1. Safety training will be given to relevant employees so that they are aware of the following:
  - What to do if they discover a fire.
  - How to raise an alarm of fire.
  - What to do if they hear the fire alarm.
  - Where fire extinguishers are located and how to use them (if it safe to do so).
  - Escape routes from the building.
  - The whereabouts of the evacuation assembly point(s).
  - How to call the Fire and Rescue Service.

- Arrangements for the evacuation of people with additional/ special needs.
- The dangers associated with obstruction of fire exits and wedging open of fire resisting doors.

5.2. Safety training will be provided:

- At the time staff are first employed
- On their being exposed to new or increased risks.
- At periodic intervals as appropriate (depending upon the nature of the risk).

## 6. Risk Assessment

6.1. A review/ revision of the Fire risk assessment will take place annually, or sooner if deemed necessary, with the [How to complete a Fire Risk Assessment](#) used for support of this process.

6.2. The annual review will include the following checks:

- Review of any significant change of work practices.
- Changes in staffing.
- Identification of people who may be affected by a fire, and to make adequate provision for any disabled people with special needs who use or may be present in the premises.
- Structural or material alteration to the premises.
- Review of any near miss or fire.
- Are protective and preventative measures already in place to control the risks.
- A record of further action, if any, needs to be taken to reduce risk sufficiently.

6.3. The risk assessment will be updated as required, and Sole Trustee made aware of changes.

## 7. Firefighting Equipment and Alarm Systems

### 7.1. General

7.1.1. All checks, tests and maintenance including faults and remedial action taken, will be recorded using the templates in this document.

7.1.2. The date on which faults are rectified should also be recorded.

7.1.3. Checks on the state of the building in general will be monitored also to ensure in a decent state of repair, safety signs and notices legible and properly displayed.

### 7.2. Rotary Alarm

7.2.1. As advised by Mace Securities, two hand rotary fire alarms are installed near to each emergency exit.

7.2.2. The testing of the rotary alarms will be carried out monthly, usually coinciding with the Parish Council meeting.

7.2.3. Any issues noted must be reported to the Sole Trustee and action taken to resolve immediately.

### 7.3. Smoke alarms/ detectors

7.3.1. A visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.

7.3.2. Batteries will be replaced annually (usually April).

7.3.3. Checks will follow manufacturer's instructions and the current British Standard.

### 7.4. Fire Extinguishers

7.4.1. Portable fire extinguisher tests will be carried out in accordance with the manufacturer's instructions and the current British Standard.

7.4.2. A general check of fire extinguishers will be carried out monthly, usually coinciding with the Parish Council meeting.

7.4.3. The check will consist of the following:

- Extinguisher is in position and is accessible.
- Is not discharged, damaged or lost pressure (if fitted with a pressure indicator).
- Operating instructions are clean, legible and face outwards.

7.4.4. Annually, fire extinguishers will be inspected by a competent person in accordance with the manufacturers' instructions and the British Standard.

## **7.5. Emergency Lighting**

7.5.1. The testing of emergency lighting will be carried out monthly, usually coinciding with the Parish Council meeting.

7.5.2. The test will consist of

- Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation.
- Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

7.5.3. Annually - Simulate a failure of the normal lighting supply for the full duration of the battery and carry out a check of the charging arrangements to ensure proper functioning.

## **7.6. Emergency Exits/ Means of Escape**

7.6.1. Means of escape, together with the measures provided for the protection of means of escape, should be inspected at periodic intervals.

7.6.2. The inspections should ensure all internal and external exit routes are unobstructed and that exit door furniture operate efficiently.

## **7.7. Portable Appliance Testing**

7.7.1. Portable Appliance Testing (PAT) will be carried out regularly (at least annually) to ensure the safety of portable appliances as a preventative measure.

## **8. Useful Reference Documents**

- a) Derbyshire Fire & Rescue Service Fire useful documents - <https://www.derbysfire.gov.uk/safety/business/guidance-and-advice/useful-documents>
- b) How to complete a fire risk assessment - <https://www.derbysfire.gov.uk/application/files/6716/8605/0765/How-to-complete-a-Fire-Risk-Assessment.pdf>
- c) Foston & Scropton Community Hall Hire Agreement – most up to date copy found on [website](#).
- d) Further information on British Standards can be found by visiting the British Standards website [www.bsi-global.com](http://www.bsi-global.com)

## **9. Appendices**

- Appendix 1: Fire Safety Schedule
- Appendix 2: Foston & Scropton Community Hall Fire Safety Checks Record
- Appendix 3: Hall Plan
- Appendix 4: Risk Assessment & Control Measures

**Appendix 1: Fire Safety Schedule**

Area	Month to be Performed											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Rotary Alarms</b>												
Routine check												
<b>Smoke Alarms</b>												
Routine check												
Replace Batteries												
<b>Fire Extinguishers</b>												
Routine Check												
Annual servicing												
<b>Emergency Exits (inc internal &amp; external)</b>												
Routine Check												
<b>Emergency Lighting</b>												
Routine Check												
Annual servicing												
<b>General</b>												
General state of building												
Review of near miss/ incidents recorded												
<b>PAT Testing</b>												
<b>Fire Risk Assessment</b>												

**Appendix 2:** Foston & Scropton Community Hall Fire Safety Checks Record

**Monthly Checks** (completed start or end of Parish Council meeting)

Date checks performed		Name of person carrying out checks	
<b>Notes</b> (record any observations, corrective actions required ensure to note equipment name)			
<b>Remedial Actions Performed</b> (detail of repair/ date of repair)			

<b>Rotary Alarm</b> <ul style="list-style-type: none"> <li>• Check alarms are securely fixed to wall and is accessible.</li> <li>• Rotate alarm approximately 5 times to confirm it works.</li> </ul>	
<b>Alarm 1</b> (Main entrance)	
<b>Alarm 2</b> (Bookshelf end)	

<b>Smoke Alarms</b> <ul style="list-style-type: none"> <li>• A visual inspection of each detector to check for damage, excessive accumulations of dirt, heavy deposits of paint and other conditions likely to interfere with correct operation.</li> <li>• Test the alarm by pressing the test button, an alarm should sound.</li> <li>• Replace battery on annual basis (April).</li> </ul>	
<b>Alarm 1</b> (Bookshelves)	
<b>Alarm 2</b> (Middle)	
<b>Alarm 3</b> (Kitchen)	

## Fire Extinguishers

- Securely fixed to wall and is accessible.
- Check for any other signs of damage, including corrosion or leakage.
- Operating instructions are clean, legible and face outwards.
- Look for service labels are attached and legible.
- Ensure extinguishers are visible. In the event of a fire, they need to be accessed easily.
- Check the pressure dial on the extinguisher and make sure it's pointing to the green.

<b>1 - Foam</b>	Foam Extinguisher situated by main entrance (closest to Kitchen)	
<b>2 - Foam</b>	Foam extinguisher situated by secondary entrance (bookshelves end)	
<b>3 - Co2</b>	Co2 extinguisher situation by secondary entrance (bookshelves end)	

## Emergency Exits

- Signage is in place, clean, clear, legible.
- In good state of repair, no damaged.
- Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation.
- Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.
- For vehicular entrance & exits points; check areas are clear, free from rubbish, shrubs are cut back to allow free access route.

<b>Door 1</b> (Main entrance)	
<b>Door 2</b> (Bookshelves end)	
<b>Main Entrance/ Exit</b> (Scropton Road)	
<b>Alternate Exit</b> (Allotments/ Mill Lane)	

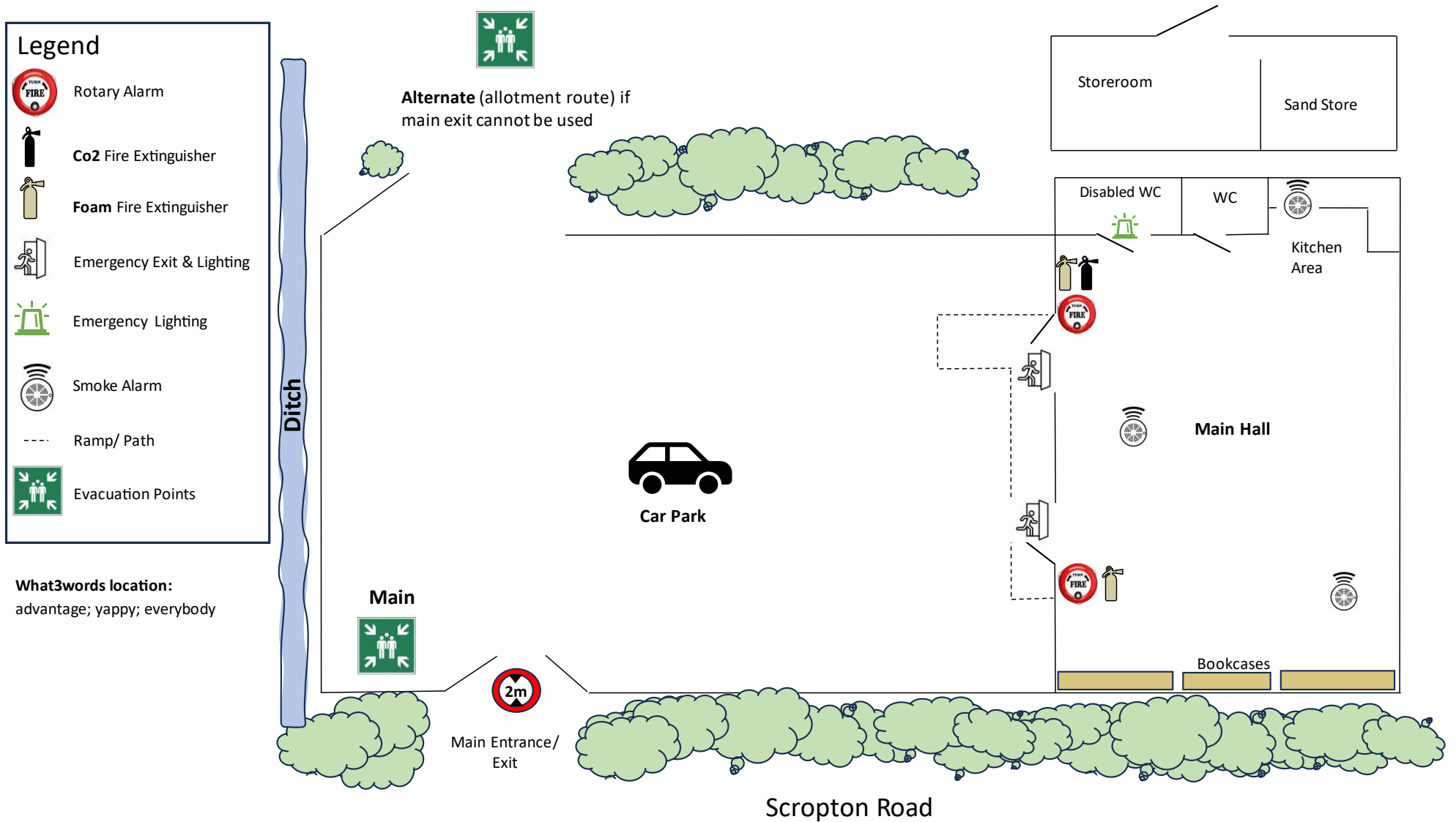
## Emergency Lighting

- Simulate a failure of the normal lighting supply for sufficient time to allow all luminaires to be checked for correct operation.
- Check each luminaire for any obvious signs of damage or deterioration, including the cleanliness and general condition of lenses and diffusers.

<b>Door 1</b> (Main entrance)	
<b>Door 2</b> (Bookshelves end)	
<b>Disabled Toilet</b> (above door)	



Appendix 3: Foston & Scropton Community Hall Plan (not to scale)



**Appendix 4: Risk Assessment & 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 firefighting equipment is available and that a qualified practitioner inspects it at least once per year.</p> <p>The location of firefighting equipment and exits are clearly marked on a plan of the hall, which is published in this document and supplied with the Hire Agreement.</p> <p>Fire detection equipment is installed and maintained. A test of the Smoke Alarms will be carried out at least every quarter.</p> <p>A test of continued illumination in event of a power failure will be carried out at least every quarter.</p> <p>Furnishings contained within the hall will comply be 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 remove rubbish when they leave the building (i.e. emptying any bins)</p> <p>Electrical equipment within the hall will conform to PAT and be tested at least annually.</p>	<p><b>Within the Hall Hire Agreement Hall users/hirers will be made aware of;</b></p> <ul style="list-style-type: none"> <li>• Exits &amp; firefighting equipment are kept clear at all times.</li> <li>• Where the firefighting equipment is located and where the evacuation assembly point is.</li> <li>• Their responsibilities for their event regarding the allocation of Fire Marshal. This Fire Marshal shall check the building has been vacated and the fire service has been called out (as appropriate). People with additional needs must be considered and plans made to ensure their safe exit in the event of an emergency.</li> <li>• How to evacuate the building.</li> <li>• How to raise the alarm in the event of a fire.</li> </ul> <p>Regular User Groups will be advised to carry out their own Risk Assessment and that a copy of this should be sent to the Parish Clerk. Foston &amp; Scropton Community Hall cannot be held responsible for a group not carrying out their own Risk Assessment.</p>

				<p><b>General maintenance &amp; checks (Community Hall)</b></p> <ul style="list-style-type: none"> <li>• A record of key holders and of those hirers (Group names) contact details will be kept up to date.</li> <li>• Ensure all Fire Exit doors are checked for illumination, ease of opening and Emergency Exit routes are clear on at least every quarter.</li> </ul>
Fire on the premises outside the hall.	1	People unable to exit car park main entrance.	<p>Keep outside areas clear from rubbish, ensure grounds are maintained.</p> <p>Ensure both evacuation points remain clear at all times.</p>	<p>Ensure fire safety checks are performed and users are aware of fire safety procedures.</p> <p>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.</p> <p>Emergency exit routes will be made clear in Hall Hire Agreement.</p>
Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	1	<p>Electrocution</p> <p>While attempting to put out the fire with water</p>	<p>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.</p> <p>A Certificate of Inspection will be obtained for each inspection.</p>	<p>Ensure fire safety checks are performed and users are aware of fire safety procedures.</p> <p>Ensure suitable firefighting equipment is available close to the likely sources of electrical fires.</p>

Smoking	2	Smoke Inhalation Burns.	A No Smoking policy is in place throughout the premises.  No Smoking signs will be strategically placed throughout the building	Ensure fire safety checks are performed and users are aware of fire safety procedures.  Ensure hirers are aware of their responsibilities regarding No Smoking status of 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	Ensure fire safety checks are performed and users are aware of fire safety procedures.  Ensure hirers are aware of their responsibility to supervise children while inside the hall
Access by emergency services	2	Height barrier at the entrance to hall is 2m. this will need to be opened for fire engine or ambulance to access the car park area.  Flooding within village restricting access to hall.	Code to the barrier padlock will be listed on the notice board in kitchen area, with reference to this within the Hall Hire Agreement.  Emergency services should have access to road closure information. When contacting emergency service ensure accurate information is provided as to flooding situation where possible.  Use What3Words location to support services finding hall; advantage, yappy, everybody.	Information will be contained within the Hall Hire Agreement regarding height barrier unlocking and manoeuvre.  Information will also be available on the notice board in the hall.  It is advised people use What3Words location to support services finding hall; advantage, yappy, everybody.