



THE PARISH COUNCIL OF HELLINGLY

The Community Hub, The Drive, Hellingly, East Sussex, BN27 4EP

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FIRE SAFETY RISK ASSESSMENT 2020

Description of Premises:

Built in 2020 the single storey Community Hub is situated on The Drive, Hellingly at the site of the old Hellingly Hospital. The Hub is owned and run by the Parish Council of Hellingly (PC).

The facilities comprise of the Main Hall, 2 Meeting Rooms, Kitchen, Clerks Office, Entrance Lobby, Drinks Station Area with a Communal Area for public use during office hours. The Hub is available to hire for both private and public events. The maximum capacity of people at any one time in each of the areas are as follows:

Main Hall:	360
Meeting Room 1	60
Meeting Room 2	60
Kitchen:	5
Clerk's Office	4

Principal Uses of the Community Hub:

The Hub will be used for a wide range of variety and functions. These cover, but are not limited to Youth Club, Women's Institute, Photographic Society, fitness classes, weddings, conferences, business meetings, private adult and children's parties, charities and fund raisers.

The Parish Council encourages all regular users of the Hub to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and their activities.

The Parish Council encourages hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hub detailing the location of the equipment and the escape routes. The plan is available to all Hub users, is published on the website and is also on the noticeboard in the entrance to the Hub and each meeting room.

People at Risk of Fire:

Staff: The Parish Council employ 3 Clerks, one of which is also the Cleaner, who works in the office. All staff are aware of the location of the firefighting equipment and escape routes.

Trades People: The Parish Council employs local trade people on both an ad-hoc and scheduled basis for the purpose of building maintenance, cleaning and any other works that need carrying out. These trades people are escorted by a Clerk when on site.

Hall Users: (up to maximum inside at any time). These will generally be familiar with the hall. Those that are not will find the layout easy to navigate. The main hall area is open plan and has 2 easily identifiable fire exits. Meeting Room 1 has 2 fire exits and Meeting Room 2 has 1 exit. There is one fire exit door in the kitchen and the main entrance door is a fire escape. Emergency lighting is installed over the fire doors which is tested regularly. A fire alarm and detector system with audible sounders is installed and again tested regularly. The Fire Door are fitted with push-bar releases that exit directly outside the building.

Disabled Persons: At a typical function there may possibly be a limited number of disabled persons. It is the responsibility of the Hub hirer to ensure disabled persons are given adequate assistance in the event of evacuation. All fire exits are on a level with the paths outside, which are either pavers or tarmac, so no barriers to wheelchairs users.

Children: It is the responsibility of hirers to ensure all children within the Hub are supervised and that they are given adequate assistance in the event of an evacuation.

Other Members of the Public: (using the facilities). Members of the public using the facilities will use the main entrance door as a fire escape.

Possible Causes of Fire:

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling)	Open to the air
Gas leak in mains supply to boilers.	Any combustible materials close to the boilers	Open to the air

Faulty portable electrical equipment (e.g. kettles, laptops, printers etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen/Drinks Station appliances (i.e. hob, oven, fridge, kettle, microwave)	The appliance itself and then any combustible materials close to it	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking accidents	Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob.	Open to the air
Arson	Could be any source	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air

Control Measurers:

Fire hazard	Likelihood 1= Low 5=High	Risk to people from fire hazard	The Hazard	Risk to people
Fire inside the Hub	2	Smoke inhalation. Burns. Death. Particular attention to be paid to people who are attending large events.	Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate. The location of fire-fighting equipment and exits are clearly marked on a plan of the Community Hub, which is published on the notice boards. A test of continued illumination in event of a power failure will be done regularly. Ensure that the Community Hub furnishings are	Ensure hub users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are. A fire alert system has been installed so that an alarm can be raised if a fire is discovered. Ensure the hirers know that they must organize a fire marshal to check the building has been vacated after alarm and that the fire brigade has been called out (as appropriate). Ensure all Fire Exit doors are checked for

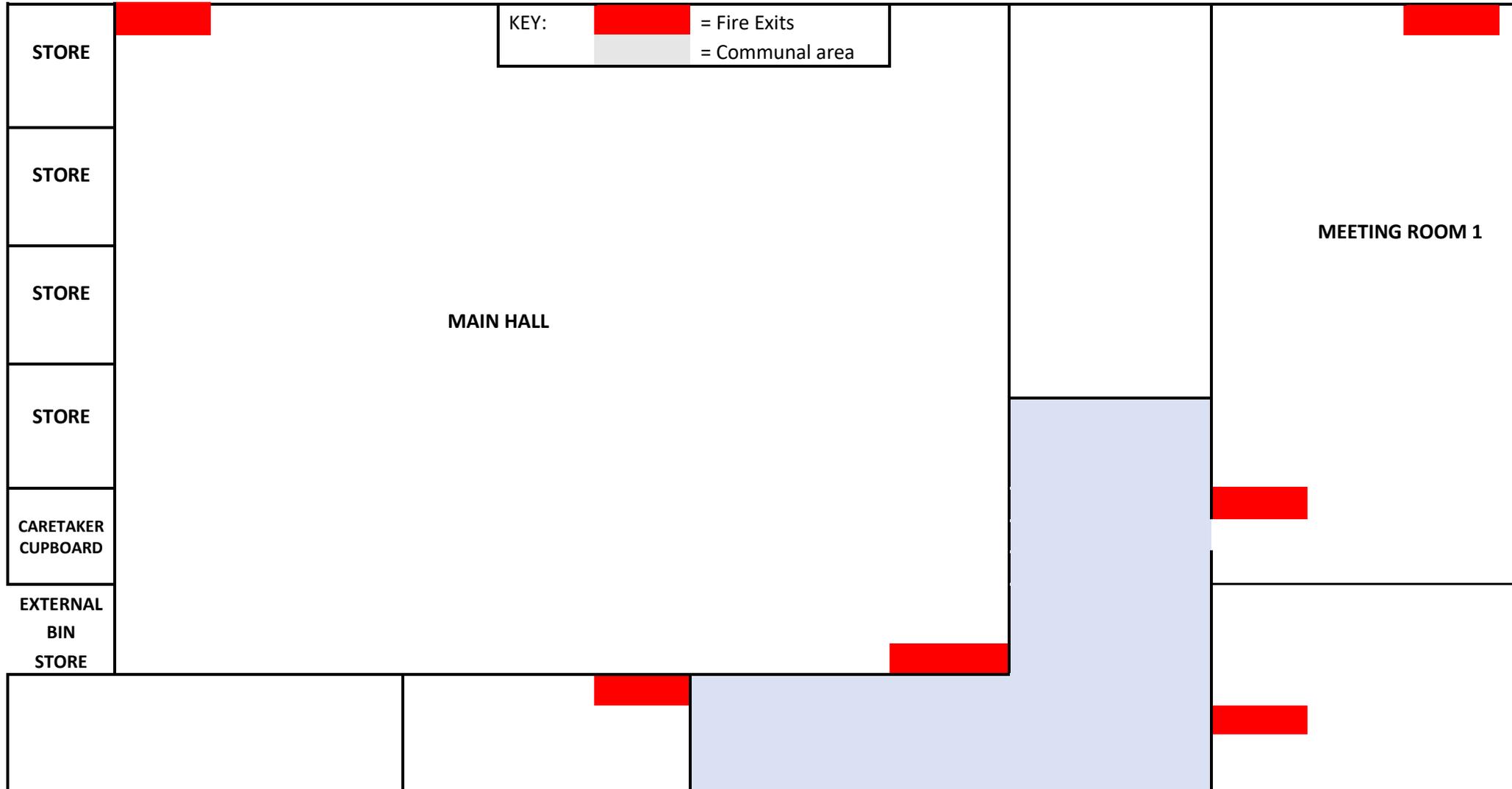
			made of a non-combustible material or a material that has been Fireproofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc. Hub users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)	illumination, ease of opening and that the Emergency Exit Routes are clear on a weekly basis. The Parish Council tests the ease of access to and through the escape routes and to the assembly points at least once per year and logs the results. Users will be made aware of their responsibilities via the Booking process. Regular User Groups will be advised that they should carry out their own Risk Assessment.
Fire on the premises outside of the Hub	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 a responsible person 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 fixed wiring once every 3 years and portable appliances are checked every year. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires.
Gas leak in mains supply to boilers, oven and water heater.	1	Death from explosive combustion and associated damage	Ensure that the gas appliances are maintained and tested at least once per year. A safety	

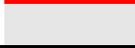
			inspection certificate to be obtained after each service	
Smoking	3	A No Smoking policy enforced throughout the premises. No Smoking signs strategically placed throughout the building.		
Cooking Accidents	3	Smoke inhalation. Burns	Ensure users are aware of appropriate safety precautions concerning the use of the cooker. No deep fat fryers allowed. Ensure there is a fire blanket available close to the hob, for putting out oil fires.	
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	Ensure Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage and lock up on departure	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes are fitted.

Fire Assembly Point:

The Fire Assembly Point for Hellingly Community Hub is located at the rear of the premises leading to an opening on to the Country Park, away from the main entrance to allow access for the Fire Crew.

Plan of the Hall:



KEY:  = Fire Exits
 = Communal area

STORE

STORE

STORE

STORE

CARETAKER
CUPBOARD

EXTERNAL
BIN
STORE

MAIN HALL

MEETING ROOM 1

