



## **Fire safety policy**

JCA nominates one trustee to be the JCA Fire Safety Co-ordinator.

S/he maintains the Fire Safety logbook and records that the following activities take place.

**1) Fire alarm system**

A weekly fire alarm test.

Annual servicing and maintenance by a recognised contractor.

**2) Smoke detectors**

A monthly test of the smoke detectors and their expiry dates.

**3) Firefighting equipment**

A monthly visual check of the condition and the expiry dates of fire extinguishers and/or fire blankets.

Annual servicing, maintenance or replacement by a recognised contractor.

**4) Emergency lighting**

A monthly check of the emergency lighting.

Annual servicing and maintenance by a recognised contractor.

**5) Escape routes and exits**

A monthly visual check that all escape routes and exits are clearly signed, and are kept free from obstruction.

**6) Electrical system and appliances**

An inspection of the hall's wiring system every five years, by a recognised contractor.

PAT testing of portable electrical appliances every two years.

Annual servicing of water heaters.

**7) Signage and assembly points**

Notices, with details of escape routes, evacuation procedures and assembly points.

**8) Fire risk assessment**

An annual risk assessment, using the attached form.

The assessment is a standing item on the Management Committee agenda, to ensure that it remains valid, and that any changes are identified and taken into account.

# Fire risk assessment

## Background

### The hall

Jameston Community Hall is a stone- and block-built single-storey community building, with the main hall, a separate room, a catering kitchen with a serving hatch and men's and women's toilets. There is a car park, an equipment storage shed beside the rear of the building and a Portacabin. There are three emergency exits, two to the car park and one onto the road in front.

The hall hosts events put on by Jameston Community Association and is hired for both private and public events by voluntary organisations, private individuals and statutory organisations.

### Who uses the hall

The hall is used for a wide variety of functions some of which are licensable. This includes social evenings, community clubs, Community Council meetings, coffee mornings and concerts.

The Management Committee encourages users and hirers to make themselves aware of the exit routes, location of emergency equipment and hall layout, and the hire agreement points out the health and safety and licensing obligations that the booking places upon the hirer.

### The people at risk

The JCA Management Committee does not employ any staff.

However, JCA does from time to time employ local tradespeople on both an ad-hoc and scheduled basis for the purpose of safety checks and building maintenance. Contractors who are familiar with the building and its layout are given the key safe code to access the building, while others are accompanied on site by one or more committee members.

Volunteers undertake cleaning and maintenance.

Hall users are generally familiar with the layout and its emergency exit routes, and those who are not find the building layout easy to navigate. The hall has two easily identifiable fire exits. Emergency lighting is situated over the fire exits and around the hall, and this is tested regularly. The exits all give a direct, unhindered route of exit into the car park or the road outside.

It is possible for a limited number of disabled persons to be present at any event and internal and external doors are wide enough for wheelchair access, and without steps.

- It is the responsibility of the hirers and parents to ensure all children are supervised and that they are given adequate assistance in the event of an evacuation. Any user groups with a predominance of youngsters involved, such as Brownies or a crèche, must carry out their own Fire Risk Assessment.

### The nominated individual

Our nominated person, who is ..... co-ordinates the JCA operations on fire safety, and conducts the risk analysis at least every two months, recording the findings.

## Risk analysis

Hazard	Likelihood 1-5 1 = low 5 = high	Risk from the hazard	Measures to remove or limit the risk  <b>In all cases:</b> Door / window locks must not compromise the safe use of readily accessible and clear emergency exits.
Fire in the hall	2	Smoke inhalation, burns, death	<p>Ensure there is appropriate firefighting equipment.</p> <p>Make sure that exits and firefighting equipment are clearly marked on the site plan on the notice board.</p> <p>Use only non- combustible material or fire-proofed materials for hall furniture and fittings.</p> <p>Require hall users are asked to remove all their rubbish when they leave the hall</p> <p>Ensure that hall hirers know how to evacuate the hall, the location of the firefighting equipment and the assembly point, and that one person is responsible for checking the building is clear and the Fire Service called.</p> <p>Confirm the regular checks of equipment and facilities, recorded in the Fire Safety logbook.</p>
Faulty mains supply, or internal wiring.	1	Electrocution while attempting to put out electrical fire with water	<p>Confirm the regular checks of equipment and wiring, and the Certificate of Inspection recorded in the Fire Safety logbook.</p> <p>Confirm the regular PAT testing of appliances in the Fire Safety logbook, and PAT stickers on all appliances.</p> <p>Ensure that sufficient non-water fire extinguishing equipment is in place throughout the hall.</p>
Smoking	1	Smoke inhalation, burns.	<p>Inside, rigidly enforce the No Smoking policy.</p> <p>Outside, sand buckets or smoking waste boxes.</p>

Cooking accidents	<b>1</b>	Smoke inhalation, burns.	Ensure that users and hirers are aware of appropriate safety precautions concerning the use of the oven and how to cope with oil fires.  Ensure there is a fire blanket close to the oven for putting out oil fires.
Arson	<b>1</b>	Smoke inhalation, burns.	Ensure users/hirers are aware of their responsibility for the hall during their occupation, to take reasonable steps to prevent wilful damage and to ensure the premises are locked on departure.
Playing with matches or other flammable items	<b>1</b>	Smoke inhalation, burns.	Ensure that hirers are aware of their responsibility to supervise all hall users, especially children, during their period of hire.