

DESCRIPTION OF PREMISES

St Mark's Church Hall is a timber-framed, dome-shaped single-story community building situated within good sized open grounds on Hull Road, Anlaby Common. The Hall is owned by St Mark's Anlaby Common PCC and is run by a volunteer Management Group which reports to the PCC.

There is an entry lobby, main hall with stage, adult/disabled wc, children's wc and kitchen with serving hatch opening into the main hall. There are 2 small rooms either side of the stage - one is used for storage, the other houses the gas meter and boiler. There are several locked cupboards and under-stage bays used primarily by church users for storage.

An emergency/fire exit with push-bar release leads directly out of the building from the main hall, onto a disabled access ramp leading into the secure play area. This in turn gives access to the car park through a gate – the gate key is kept on a hook by the fire door. The car park is shared with other buildings on-site and can accommodate 15-20 cars.

The fire assembly point is the grassed area south of the hall building.

The hall can only accommodate one user group at any time. It is available for church groups and for events and external hire to other groups, businesses, agencies and the public. The maximum capacity is 100 people.

All hires are subject to a written hire agreement, terms and conditions and guidelines for use. These draw hirers' attention to their obligations which include health and safety (including for fire), safeguarding and licensing. All users are advised to identify a 'Responsible Person' for all aspects of health & safety.

PRINCIPAL USES

The hall is used for a wide variety of functions. These cover, but are not limited to: activities for children and youth of all ages (some with parents/carers); groups for the elderly and isolated; adult dance and fitness; social and discussion groups; private parties; charity fund raisers; music and performance.

FIRE SAFETY PROVISIONS

There are 2 emergency exits – the main door and fire exit door leading into the play area. The entry lobby, doorway from the lobby into the main hall and side fire exit are all clearly lit with emergency lighting. The premises meets current Disability Discrimination Act requirements.

Smoking, lighting paper, use of any ignition source etc is strictly prohibited in the building and play area. All hirers are issued with guidelines including fire safety details - exit routes, fire fighting equipment, procedure in the event of fire, assembly point etc. A plan of the Hall detailing escape routes and the fire assembly point is on display in the entry lobby and main hall. Smoke detectors are fitted. Fire extinguishers located in the entry area, kitchen and main hall are inspected annually alongside the main church building (certificate of inspection is held with church Health & Safety records).

PEOPLE AT RISK OF FIRE

Staff: St Mark's employs a cleaner who works 4 hrs p.w. at the hall. The cleaner is well versed with the hall's layout, H&S and fire provisions. The cleaner is employed through the church and is required to follow all relevant policies and procedures.

Trades People: are used on both an ad-hoc and scheduled basis for the purposes of safety checks and maintenance. Routine maintenance (e.g. electrician, plumbing, joinery) are generally local trades people who are familiar with the building and who usually borrow a key. When necessary/relevant others are met at the premises to gain access (e.g. annual gas boiler, asbestos and fire equipment checks).

Hall Users (up to 100 maximum inside at any time): the simple layout is easy to navigate and assimilate. The main hall is open plan with 2 easily identifiable fire exits with emergency lighting.

Disabled People: hirers are responsible for ensuring that all their guests/clients including disabled people are given adequate assistance in the event of an evacuation. The main entrance is on a level with the outside concrete path and the side fire exit leads to a concrete access ramp, so there are no barriers to wheel chairs.

Children: hirers are responsible for ensuring that children are supervised and are given adequate assistance in the event of an evacuation. Regular hire groups 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/around the building and through the car park.

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, panelling)	Open to the air
Gas leak in mains supply to boilers	Any combustible materials close to the boiler	Open to the air
Faulty portable electrical equipment (e.g. kettles, toasters, CD player, etc)	The portable device itself and then any combustible materials close to it	Open to the air
Kitchen appliances (i.e. oven, fridge, 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
Waste or accumulated combustible materials (accidental ignition)	Matches or cigarettes disposed in waste bins; combustible materials left adjacent to heat sources	Open to the air
Arson	Could be any source	Open to the air

CONTROL MEASURES

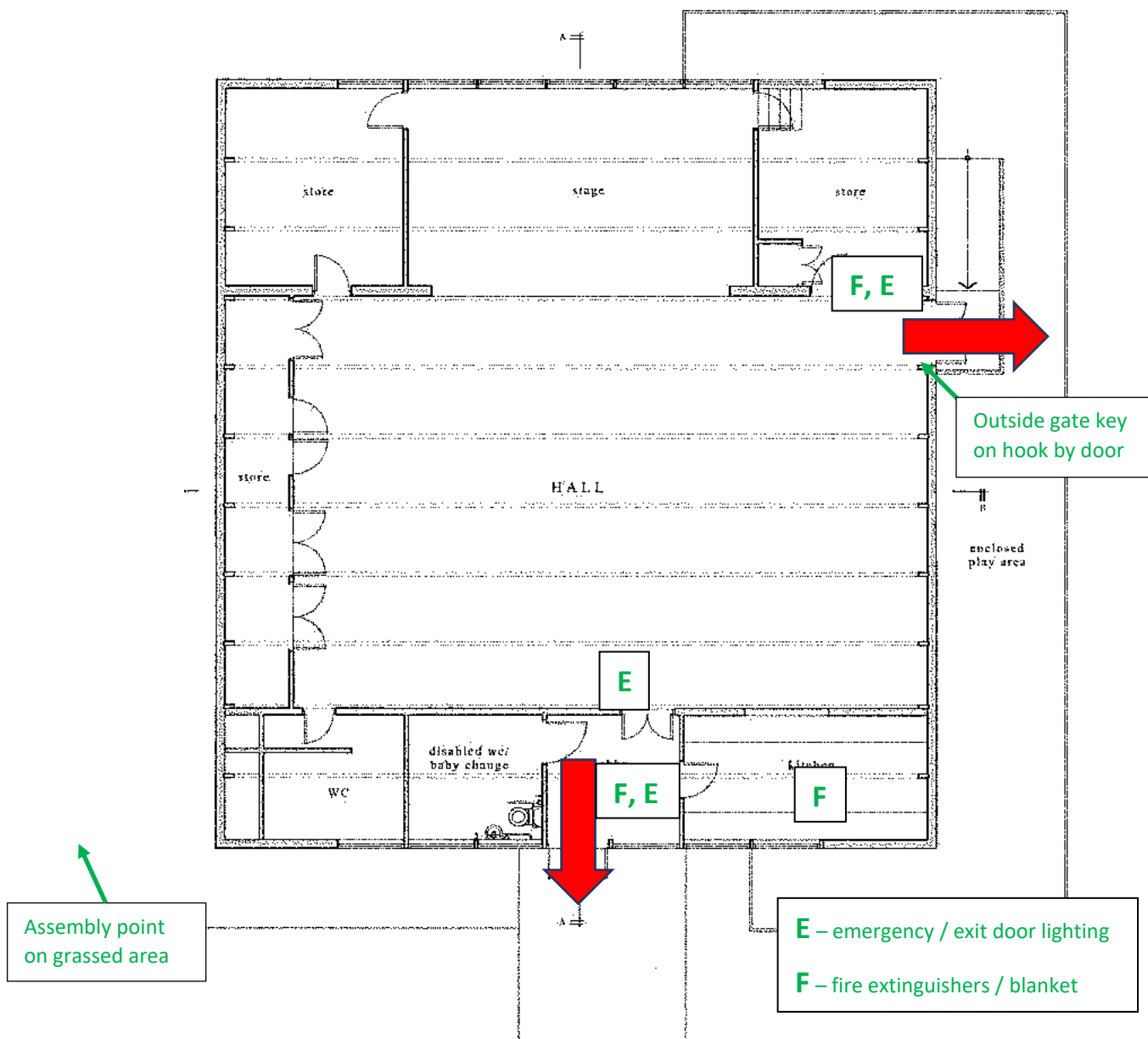
Fire hazard	Likelihood 1(L) – 5(H)	Risk to people from fire hazard	Measures to avoid or reduce	
			(a) the hazard	(b) risk to people
Fire inside the Hall	2	Smoke inhalation Burns Death Particular attention to be paid to people attending larger events	<p>sufficient and correct fire fighting equipment is provided with annual inspection by a qualified practitioner</p> <p>fire-fighting equipment clearly located and signed</p> <p>plan of fire exits, equipment & assembly point on display</p> <p>no smoking signs displayed</p> <p>quarterly testing of emergency lights in case of power failure</p> <p>bins regularly emptied by hall cleaner; hirers asked to dispose of any significant rubbish in the commercial waste bin outside</p> <p>regular checks for combustibles close to heat sources</p> <p>flammable liquids kept locked and away from heat sources</p>	<p>information provided to users about the evacuation procedure, location of fire-fighting equipment and assembly point, and their obligation to identify a Responsible Person</p> <p>fire exits checked for illumination, ease of opening and that the exit routes are clear on a weekly basis</p> <p>users made aware of their responsibilities through the hire agreement/T&Cs and guidelines issued</p> <p>hirers/user groups advised to carry out their own risk assessment – St Mark's is not responsible for a group not carrying out its own assessment</p>
Fire on the premises outside the Hall	1	Evacuating people towards the source of the fire		information provided to users about the evacuation procedure and their obligation to allocate a Responsible Person to ensure safe and proper evacuation

Fire hazard	Likelihood 1(L) – 5(H)	Risk to people from fire hazard	Measures to avoid or reduce	
Electrics in mains power supply, ring mains, lighting circuits, appliances or portable devices	1	Electrocution while attempting to put out the fire with water	In-line with insurance advice: full electrical system check conducted every 5 years by a qualified practitioner (last check Nov 2021) PAT testing of portable appliances every 2 years	suitable fire fighting equipment located close to the likely sources of electrical fires
Gas leak in mains supply to boiler	1	Death from explosive combustion and associated damage	boiler serviced annually by a qualified practitioner	
Smoking	2	Smoke inhalation Burns	No Smoking signs on display	
Cooking accidents	2	Smoke inhalation Burns	kitchen is restricted to basic refreshments only party hirers are required to bring pre-prepared food and not prepare on the premises luncheon club food is mainly simple and reheated on-site (e.g. soup, jacket potatoes)	Information provided in user T&Cs/guidelines fire blanket available close to the hob <i>(note luncheon club is on hold due to Covid)</i>
Children playing with matches/ combustibles	2	Smoke inhalation Burns	ensure hirers are aware of their responsibility to supervise children while inside the Hall	
Accumulated combustible material	2	Smoke inhalation Burns	cleaner checks and removes rubbish at least weekly storage space is generally used by church groups; any space used by hirers is generally for specific equipment	ensure that users are aware that they must not leave any items against or near any heat source including hot water pipes
Arson	1	Smoke inhalation Burns	hirers are responsible for the hall during their occupation including safety and security	information provided to users in hire agreement/T&Cs/guidelines including the requirement to ensure all windows are closed and doors locked on leaving main door has a simple locking mechanism for internal safety without comprising the emergency route

FIRE ASSEMBLY POINT

Grassed area south of the hall building

PLAN OF THE HALL



APPROVED BY HALL MANAGEMENT GROUP: 30 April 2021

UPDATED: 8 January 2022

REVIEW DATE: January 2023