

BOROUGH GREEN PARISH COUNCIL

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Fire Safety and Evacuation Procedures

Introduction

Potters Mede consists of a building complex (Indoor areas) and two football pitches, various areas of open spaces, a main carpark and a small carpark in front of the main entrance (outdoor areas). Near the main building are two storage containers which are situated in an open space.

This Fire Evacuation Plan (FEP) should be read in conjunction with the Hirers Agreement, which outlines their responsibilities, and an overall Risk Assessment Policy. These documents are found on our website.

This FEP will consider the outdoor areas and then the indoor areas. Whilst it outlines the generic plans and arrangements in place to manage an evacuation of the grounds in the event of a fire a key point is the responsibility that is placed on hirers to make a dynamic risk assessment in the event of such an evacuation. Whilst staff undergo training there is an expectation that when they are not on site then the hirer takes responsibility for the safety of other people.

In the event of a fire, hirers should always put their safety, and the safety of others, first but, where it is safe and appropriate to do so, they should try to tackle any hazards with fire-fighting equipment to reduce the immediate risk to others or to prevent the fire hazard getting worse. The fire extinguishers are inspected and maintained routinely by a recognised fire inspection company and should operate effectively.

The risks associated with fires on the grounds at Potters Mede are not exceptional in nature, with the exception of arson. Dangerous substances are not expected to be stored on site. The fire risks are considered to be standard risks. The main concern is the safety of people who use the facilities and, considering this position, we have taken steps to identify, evaluate, remove and reduce risks to people by fire, including the possibility of an evacuation.

This policy considers the following:

- Escape routes and exits

- fire detection and warning systems
- fire-fighting equipment.
- the removal or safe storage of dangerous substances
- an emergency fire evacuation plan (outlined in this policy)
- the needs of vulnerable people (e.g. the elderly, young children or disabled)
- providing information to employees and other people on the premises
- staff fire safety training

Outdoor Areas

Should there be a need to evacuate the grounds, including the football pitches, carparks and open spaces, evacuees should muster in the main carpark, if it is safe to do so.

The grounds are surrounded by private farmland and fields and exit via these areas should only be taken if it is safer to do so than via the main gate (e.g. in the event of a car fire in either of the carparks or at the entrance to the grounds).

Indoor Areas

The building complex consists of two levels. On the ground floor is the main hall, changing room area and an external storage facility at the rear of the building. The Taylor Room is situated on the first floor.

- Main Hall

The main hall consists of the hall itself, a small lobby area, a kitchen area, three separate toilets, a storage room and a storage cupboard. The hall has two escape exits – the main entrance and a fire door which is situated on the side of the hall. A potential third escape route could be utilised if necessary and this consists of patio doors which are situated opposite the fire door and are operated by mechanical shutters. These exit points are clearly visible within the hall and are unobstructed. There are no separate exit points from the kitchen, storage room or toilets, so exit routes must be through the main hall itself.

Given the size of the hall and its capacity, the exit routes provide ample opportunity for all present to escape safely. The exit doors open easily and are sign posted. There is emergency lighting in the main hall.

Employees are not always on site when the hall is hired and hirers are expected to make dynamic risk assessments, take control, abide by procedures, make decisions and take appropriate action to ensure the safety of everyone. If staff are present during an evacuation, they are competent to deal with such scenarios.

In the event of a fire incident, there are fire alarms, fire extinguishers, signage, with instructions at key locations within the hall.

Following an evacuation from the hall, evacuees should muster inside the main carpark area and await further instructions from the hall hirers, staff or emergency personnel.

Fire detection and warning systems, together with fire-fighting equipment, is present within this area.

- Changing Rooms

There are five changing rooms, a corridor and a storage cupboard within this area. There are two escape routes, which run off the corridor, and exit the building completely at opposite ends. Signage and fire extinguishers are located at these points. These escape routes are clearly visible, the doors open easily from the inside and they provide ample opportunity to escape, given the capacity of the changing rooms. There are no separate exit points or escape routes within the changing rooms. There is emergency lighting in the changing room area.

Following an evacuation from the hall, evacuees should muster inside the main carpark area and await further instructions from the hall hirers, staff or emergency personnel.

Fire detection and warning systems, together with fire-fighting equipment, is present within this area.

- The Taylor Room

The Taylor Room is situated on the first floor of the building and consists of a small kitchenette, an archive room and a CCTV room. The Taylor Room is accessed via two separate staircases (external and internal), situated at both ends of the room. The escape routes are situated at these two points. There are no lifts into the Taylor Room and therefore it is not suitable for wheelchair or pushchair access. If vulnerable people use the Taylor Room PEPs should be developed by the hirer.

The escape routes are clearly marked as exits and are situated at each end of the Taylor Room. These escape routes are clearly visible, the doors open easily from the inside and they provide ample opportunity to escape, given the capacity of the Taylor Room. There is emergency lighting in the Taylor Room.

Employees are not always on site when the hall is hired and hirers are expected to make dynamic risk assessments, take control, abide by procedures, make decisions and take appropriate action to ensure the safety of everyone. If staff are present during an evacuation, they are competent to deal with such scenarios.

Following an evacuation from the hall, evacuees should muster inside the main carpark area and await further instructions from the hall hirers, staff or emergency personnel.

Fire detection and warning systems, together with fire-fighting equipment, is present within this area.

- External Storage Room

This is an external room on the outside of the building with a single entrance/exit point, which is used to store equipment. If evacuation is necessary evacuees should muster in the main carpark.

Fire detection and warning systems, together with fire-fighting equipment, is not present within this area.

Vulnerable People

Potters Mede does not have facilities that are fully inclusive of vulnerable people, however, this is regularly under review.

Hirers should ensure that they read this policy and consider Personal Evacuation Plans (PEPs) and other relevant documentation on the website in light of people who they will have responsibility for when they attend the premises.

Fire Action Signage

The following signage is clearly visible on display throughout the premises at Potters Mede and summaries the action to be taken immediately in an evacuation.




Fire action




Sound the alarm 



Leave building by nearest available exit 



Report to assembly point
MAIN CAR PARK 



Do not return to the building until authorised to do so



Do not use the lifts