



Fire Risk Assessment

Principle Uses of the Centre

The Brizen Young People's Centre (BYPC) is used for a wide variety of events and has several groups which hire the Centre on a regular basis, as well as being home to three Youth Clubs.

The Centre is hired by a range of voluntary and statutory organisations and private individuals for private and public events. It is not licensed for the sale of alcohol. The Hall Hire Agreement forms the basis of the Hiring Agreement and draws attention to the terms and conditions to which they must adhere.

The Trustees encourage hirers and users of the hall to make themselves aware of the exit routes, the fire fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to Hall users above the fire alarm panel. They should also identify the assembly point.

It is the responsibility of hirers and contractors to ensure the hall is securely locked after use as the building should never be left open and unoccupied.

People at Risk

Staff: The Centre does not employ any staff.

Centre Users (50 maximum) and Contractors: They will generally be familiar with the Centre and if not, a Trustee will arrange to meet them prior to their booking to show them around. Fire exits are easily identifiable with emergency lighting installed above them and around the hall. The emergency lighting is tested monthly and serviced annually; the fire alarm is tested weekly. A fire alarm with audible sounders is installed and tested monthly.

Disabled Persons: At a typical function there may be a limited number of disabled persons. It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. The main emergency exit is via the front door with a ramp leaving off the premises.

Children: Children, up to and including the age of 17, must be accompanied at all times by a parent, guardian or other responsible adult over the age of 18 while in the Centre. It is the responsibility of that person and/or the hirer to ensure all children within the Centre are supervised and that they are given adequate assistance in the event of an evacuation.

Other Members of the Public (who are not using the hall): Members of the public may walk past the front, one side and rear of the Centre. They may play boules on the court to the rear of the Centre, use the Multi-Use Games Area (MUGA) or playing field behind the Centre.

Possible Causes of Fire

- Main power supply fault
- Portable electrical appliances fault
- Wall heater faults
- Kitchen equipment faults (other than portable electrical appliances)
- Cooking accidents
- Waste (accidental ignition)
- Soft furnishings (accidental ignition)
- Youth work art and craft supplies and office supplies e.g. printer paper (accidental ignition)
- Deliberate ignition

Control Measures

The primary and general control measures taken by the Trustees ensure and include:

- Sufficient and correct fire-fighting equipment is available and that a qualified practitioner inspects it bi-annually.
- The advice of the qualified practitioner to increase, change or move location of fire-fighting equipment is followed.
- The location of the fire-fighting equipment, emergency lighting and escape routes are clearly marked on the Plan that is displayed by the front door and available to all users.
- All Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a regular basis. A test of continued illumination in event of a power failure and fire alarms are done monthly.
- External lighting (automatically operated) is provided and maintained around the building.
- Testing of portable electrical appliances to be done annually.
- A record of key holders and Key Safe Numbers are kept, including temporary access to a key.
- Waste bins are checked regularly.
- All Hall Hirers will be made aware of their responsibilities via the Hall Hire Booking Procedure.
- Regular Hirers will be advised that they should carry out their own Fire Risk Assessment. Whilst the Trustees will advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.
- An annual review of this Fire Risk Assessment will take place after the AGM to allow for any required updates and will be updated as appropriate in the interim periods.
- New Trustees will be made aware of this Fire Risk Assessment.

Signed by 2 Trustees on behalf of all Trustees.

Name Jodie Underhill

Signature *J Underhill* Date 2/9/26

Name Angela Swales

Signature *A M Swales* Date 2/9/26

Last updated September 2026

EMERGENCY EVACUATION PLAN

