

Exercise carried out by Jan Capon- Clerk and Malcolm Summers - Chairman to the LPC Parish Pavilion Committee. On the 30th September 2014. The findings as stated have been worked out based on guidance supplied from a document provided by 'Action in Communities for Rural Kent' from Dorset Halls Network.

The exercise was to lay out the main hall in the Parish Pavilion to calculate safe room capacity.

The chairs and tables were laid out looking at some permutations. (Did not take into account child's chairs or tables).

Size of hall is 94.4 sq m

Number of available adult chairs are 81 (mix of plastic/blue and pink upholstered).

Number of available adult height tables are 12.

Number of child's chairs are 20-Number of child's tables are 3.

Fire evacuation at hall- Will allow for; narrow door into hallway 40 persons to evacuate per minute; double door into field 80 persons per minute. (The Pavilion, as a traditional brick walled building, built with non combustible materials, considered to be built to modern day regulations), three mins in total is allowed to evacuate in the event of a fire.

Standing or sitting in gangways or in front of fire exits should not be permitted.

Occupancy -If the hall was laid out in an audience configuration the hall would allow 11 rows with 9 chairs in each row, allowing 305mm between the back of one seat and the front of the seat behind it, and allowing for gangways of 1.05M, =99 chairs. This would allow for fire exits to be clear, (i.e. 1.05 metres from the nearest chair to the fire exit). Space would also be available for four tables to be next to the wall down one side (like a buffet type arrangement). It would not allow for any further equipment such as screens and projectors.

Being as we only have 81 chairs the arrangement could be 81 seated and 36 standing instead.

As a further guide only-If all of the adult tables were needed this would mean that you could have a max of 75 chairs. This would not allow for any other equipment such as projectors screens, or anyone standing, or tables to be set up in ad-hoc block formats.

For every chair it is suggested that you can allow two persons standing. For every table you can allow two chairs or four persons standing.

To accommodate other equipment or say to allow empty floor space for display purposes, or to allow for tables to be placed in ad-hoc block formats, the size of this area will need to be measured, and allowed for in the total overall calculations of the floor space. A separate risk assessment would need to be applied in order to allow safe fire evacuation.

Risk Assessments-

1. Any persons with mobility or impairment needs that are present inside the building, a separate risk assessment will need to be applied.
2. It is recommended that a risk assessment is applied at all open public events to satisfy the requirements.
3. For private hirers it is recommended that the responsible person for each individual unique occasional or separate event or function, will need to be clearly established and

documented, and their duties made clear to them. In particular and where necessary the responsible person will need to take account of their own lack of familiarity with the layout of the premises, the fire safety provisions, and the duties of other responsible persons within the premises.

Fire safety responsibilities of those hiring the premises, and those of the owners of the property need to be established as part of the contract of hire.

This paper was put together by the Clerk, and does not form any legal stipulations, neither is it backed by any formal fire regulations. (*The 'Regulatory Reform Fire Safety Order 2005' guidance notes were consulted as part of this exercise*). It is a safety guide based on information obtained and in conjunction with the exercise undertaken.

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