

Ball Grove Hall Spring Garden Colne BB8 7HZ



FIRE SAFETY REPORT 2024

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Quality Assurance

Revision	Date	Prepared by	Authorised by	Reason
A	11/03/2024	Shaun Naughton MIFireE MIFSM	Neil Mark MIFireE	BR Approval

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1 Situation

Trawden Forrest Parish Council have requested fire safety information for a future project at Ball Grove Hall. The building is divided into parts of which one part is being used as a cafe and the other part is disused.

Following a site visit and discussions with Adele Waddington below are my observations and considerations.

- Adelle stated that the Parish Council have discussed the installation of a door between the two sections of the building so that it can be used as one building for functions. The door / doors should be wide enough for the numbers expected.
- It is recommended that a new fire alarm system is installed throughout the building BS 5839 P1 L2.
- It is recommended that emergency lighting is installed throughout the building and along the external escape route to the assembly point. (It is expected that the building will be used during the hours of darkness for events)
- The assembly point will need to be carefully considered, and signage installed to identify its location.
- A fire evacuation strategy will need to be put in place in order to assess the expected numbers who will potentially be using the building. This may require external doors to open in the direction of escape.
- Directional signage will need to be installed.
- Fire extinguishers will need to be installed.
- Staff training will need to be provided if it is going to be used for functions etc.
- The electrical system will need to meet the latest standards in the section being converted and linked to the existing electrical system in the cafe. The whole system will need to be inspected and an electrical conditions report issued.
- A gas safe certificate will be needed when all works are completed.
- PA testing will need to be introduced for all portable electric equipment.
- A competent responsible person will need to be appointed to ensure that all fire provisions are tested, maintained, and recorded.