

Fire Evacuation Plan

Saxilby with Ingleby Parish Council

Non-confidential

Trial of unmanned community centre hire for low-risk regular hires

Report to: Full Council

Meeting Date: 01 July 2026

Report by: Clerk

Power/duty which decision falls under: Local Government (Miscellaneous Provisions) Act 1976, s.19 –provide and manage buildings for public meetings, social, recreational and community activities, and to let those facilities for such purposes.

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Improve the well-being of residents
- To foster public participation and engagement

SUMMARY:

The council currently provides staffed community centre hire. This report considers a six-month trial of unmanned hire for a limited number of established low-risk regular hirers.

The proposal aims to improve operational resilience by reducing reliance on staff availability, increasing flexibility for hirers, and reducing operating costs whilst maintaining appropriate standards of safety, security, and regulatory compliance.

The trial would be restricted to two existing low-risk hirers who would receive formal induction training and operate under a revised hire agreement. A review report would be presented to council after six months to determine whether wider implementation is appropriate.

RECOMMENDATION(S):

1. **Trial unmanned community centre hire for two regular hirers for six months.**
2. **The Clerk, in consultation with the Facilities Supervisor, to select suitable pilot hirers and approve induction arrangements.**
3. **The Clerk, in consultation with the Facilities Supervisor, to prepare the required risk assessments, hirer handbook, induction process, and revised hire agreement.**
4. **After six months bring back review of trial to council with a view to rolling-out to other low risk regular hirers.**

Public Sector Equality Duty:

Consider how policies/decisions affect those protected under the Equality Act)

The proposal is not expected to have any adverse impact on persons with protected characteristics under the Equality Act 2010. The community centre will remain available to all users on an equal basis. Any induction materials, emergency procedures and access arrangements introduced as part of the trial should be made available in accessible formats where reasonably required.

Duty to conserve and enhance biodiversity:

No impact identified.

Consideration on carbon reduction:

No impact identified.

Impact on staff:

This has the potential to reduce availability of some caretaker hours for caretaking staff on zero hours contracts. Where possible this will be managed through natural loss of staff.

There may some impact on the Facilities Supervisor being the emergency out of hours contact.

Out of hours cover will be required to be put in place if the Facilities Supervisor is on annual leave etc. However, there will a reduction on time spent supervising and arranging staff cover for the community centre.

Does the report consider any new activity? If ‘Yes’, has a risk assessment, including risk management proposals, been included for consideration and adoption by the council? (Financial Regulation 17b) Yes – change in management of a community building

Consideration of risk management in relation to the proposal¹

Risk Assessment – Unmanned Community Centre Hire Pilot

Overall Residual Risk: Medium and considered manageable subject to implementation of the proposed controls.

Risk	Likelihood	Impact	Risk Rating	Mitigation / Controls
Hirer unable to access building	Low	Medium	Low	Induction provided. Access keys and code shared. Emergency contact procedure available.
Failure to secure building after hire	Medium	High	Medium	Hirer checklist, CCTV coverage, spot inspections, hire agreement requirements.
Unauthorised access through shared codes/keys	Medium	High	Medium	Individual access permissions, audit trail, codes changed when required.
Theft or vandalism	Low	High	Medium	Building security measures, CCTV, insurance cover, controlled access arrangements.
Fire or smoke incident	Low	High	Medium	Fire alarm system maintained, evacuation procedures provided, hirer induction.
Fire alarm activation without staff present	Low	High	Medium	Remote monitoring and emergency call-out arrangements and emergency procedures in place
Slips, trips, and falls	Medium	Medium	Medium	Hirer pre-use inspection, hazard reporting procedure, routine building inspections.
Medical emergency	Low	High	Medium	First aid provision available on site, emergency contact details displayed, emergency services called when required.
Damage to council property	Medium	Medium	Medium	Hirer agreement, CCTV, public liability insurance requirements, incident reporting.
Equipment misuse	Medium	Medium	Medium	User instructions, induction training, reporting of faults.
Power outage or utility failure	Low	Medium	Low	Emergency procedures included in hirer handbook.
Safeguarding concern	Low	High	Medium	Limit to established low-risk adult groups during pilot phase.
Insurance claim rejected due to non-compliance	Low	High	Medium	Compliance with insurer requirements, induction, secure locking procedures.

¹Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?

Risk	Likelihood	Impact	Risk Rating	Mitigation / Controls
Reputational damage following incident	Low	High	Medium	Pilot approach, monitoring, and review.
Staff availability for emergency response	Medium	Medium	Medium	Out-of-hours arrangements to be put in place.

REPORT

Background

Many community venues operate successfully without staff being present during bookings. The council is therefore investigating whether a similar approach could be adopted for suitable hirers at St Andrews Community Centre.

An unmanned hire model could reduce reliance on staff availability, improve flexibility for regular hirers, and reduce the operating costs of the centre. A limited trial would allow the council to assess whether this approach can be delivered safely and effectively before considering wider implementation.

Objective

Enable community centre hire without on-site staff while maintaining customer satisfaction, safety, security, and compliance with law

Key Principles

- Risk based, safety first approach (covering fire, security, health, and building integrity)
- Gradual implementation to test and refine processes.
- Documentation and training to mitigate risk.
- Clear responsibilities for hirers.

Assumptions

- Available for low-risk long-term regular hirers
- Does not cover one-off hires which are deemed higher risk
- Does not cover bar hire – this area will be covered by a bar sub-lease and is higher risk due to alcohol use and licensing

Approach

Test feasibility with two regular hirers for six months with a view to rolling-out to other established low-risk regular hirers if successful.

Phase	Actions
Phase I Assessment and Planning	<ul style="list-style-type: none"> • Review insurance requirements for unmanned operation (See Appendix I) • Create unmanned risk assessment of building

Phase	Actions
Phase 2 Policy and Documentation	<ul style="list-style-type: none"> • Draft updated hirer agreement detailing responsibilities, emergency procedures, and liability. • Create a 'Unmanned Hire Handbook' covering fire safety, evacuation, first aid, noise plan, and building access. (see north Hykeham Town Council as an example)
Phase 3 Technology and Access Control	<ul style="list-style-type: none"> • Explore Hallmaster to link bookings with automated door access if trial successful. • Fire alarms and security alarms remotely monitored
Phase 4 Pilot / Controlled Rollout	<ul style="list-style-type: none"> • Provide on-site briefing for unmanned hire groups • Collect feedback and monitor incidents.
Phase 5 Full Implementation	<ul style="list-style-type: none"> • Council review trial and open up to all suitable hirers if successful • Update risk assessment annually or after a serious incident. • Train hirers including when procedures change.

Risk Management Measures

The following risk management measures will be in place for the trial:

- Create an unmanned hirers handbook and induction session for regular hirer to cover access and emergency procedures and liability.

A. Fire Safety

- Automated alarm systems with remote monitoring.
- Clear signage and instructions for hirers.
- Hirer briefing provided and on-site induction.

B. Security

- Controlled access
- CCTV coverage in community centre
- Hirers responsible for locking doors and safeguarding property in-line with insurance requirements

C. Health & Safety

- Hirer checklist for hazards (wet floors, equipment, exits).
- First aid kits and emergency contact info visible.
- Reporting procedure for incidents or maintenance issues.

D. Insurance & Liability

- Include clauses in hirer agreement on liability and responsibilities.

E. Staff / Council Oversight

- Contact for any emergencies provided
- Scheduled inspections to ensure compliance and building safety.

Hirer Responsibilities in Unmanned Model

1. Familiarise themselves with, and follow, emergency procedures and evacuation plans.
2. Nominate a responsible person (lead hirer).
3. Check all areas used are free from obvious hazards before starting and after finishing.
4. Report hazards, damage, or incidents immediately.

5. Secure building when in use and after use.
6. Ensure all users follow safety rules.
7. Keep an emergency contact number for the council on hand.
8. Comply with occupancy limits of 120 people per floor and activity restrictions.
9. Maintain public liability insurance with a minimum indemnity limit of £5 million and provide evidence of cover annually. The hirer shall be responsible for any loss or damage arising from their negligence, actions, or failure to comply with the conditions of hire.
10. Hirer on-site must have an up to date first aid at work certificate
11. Sign unmanned hire agreement

Participation eligibility

Existing regular hirers who:

- Have a satisfactory history of hire
- Provide evidence of public liability insurance of at least £5 million
- Adult only users of the centre
- Complete the council's induction process
- Sign the unmanned hire agreement

Trial Success Measures

- No significant health and safety incidents
- No insurance claims arising from unmanned use
- No significant security breaches
- Positive feedback from hirers
- Reduction in staffing costs
- No increase in complaints
- Compliance with hire agreement requirements

Appendix I: Insurance Requirements

“We do not require a member of the council to be present at all times. However, in relation to issuing keys to hirers or installing a key safe please note that in order for a valid claim for theft or vandalism there needs to be forcible and violent entry/exit.” 16 December 2026.

Policy Document Section 9 – Hirers' Liability

Section 9 – Hirers' liability

The schedule will show if this section applies and the cover in force

[Contents page](#)

Definitions

Each time any of the following words or phrases appear in this section in bold type (or in capital letters in the schedule) they will take the specific meaning shown below

Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply

Act of Terrorism
means an act including but not limited to the use of force or violence and/or the threat thereof of any person or group(s) of persons whether acting alone or on behalf of or in connection with any organisation(s) or government(s) committed for political religious ideological or similar purposes including the intention to influence any government and/or to put the public or any section of the public in fear

Bodily Injury
means bodily injury death disease or illness

Data
means information represented or stored electronically including but not limited to code or series of instructions operating systems software programs and firmware

Event(s)
means one occurrence or series of occurrences arising from or attributable to one source or original cause

Hirer(s)
means any person over the age of 18 or group that enters into a contract with the Insured for the hire of the Insured's Premises

Injury
means Bodily Injury wrongful arrest or false imprisonment

Legal Costs
means

- (a) claimant's costs and expenses recoverable from the Hirer in respect of any claim which is the subject matter of indemnity under this section of the policy
- (b) (i) the costs of legal representation at
 - (1) any coroner's inquest or inquiry in respect of any death
 - (2) proceedings in any court arising out of any alleged breach of statutory duty which may be the subject of indemnity under this section of the policy
- (ii) all other costs and expenses in relation to any matter which may form the subject of a claim for indemnity under this section of the policy

Incurred with Our prior written consent

Pollution or Contamination
means Injury or Damage directly or indirectly caused by or arising out of pollution or contamination of buildings or other structures or of water land or the atmosphere

88

Products

means goods (including containers and packaging) not in the custody or control of the Hirer sold supplied installed erected serviced repaired altered or treated by the Hirer

Any error in the sale supply or presentation of such goods is included in this definition

Property

means material property but this does not include Data

Cover

We will indemnify Hirers of Your Premises against their legal liability to pay damages and Legal Costs arising out of

- (a) accidental Injury of any person
- (b) accidental Damage to Property
- (c) nuisance trespass to land trespass to goods or interference with any easement right of air light water or way

We will not provide indemnity in respect of any liability which arises from any deliberate act or omission by the Hirer which could reasonably have been expected having regard to the nature and circumstances of such act or omission or which is a natural consequence of the hire of the Insured's Premises

happening during the Period of Insurance and arising solely in connection with their hire of Your Premises

Exclusions

No indemnity will be provided in respect of

- (a) any liability incurred in respect of events away from the hired Premises
- (b) any liability arising out of food and drink supplied by a professional caterer
- (c) any liability arising from Damage to Property which is owned or held in trust by the Hirer or which is in the custody or control of the Hirer but this exclusion will not apply in respect of the Premises including its contents fixtures and fittings but We shall not be liable for
 - (i) the first £250 of any Damage other than caused by fire or explosion
 - (ii) any liability arising solely under the terms of any contract or agreement
 - (iii) any liability which arises from an agreement to maintain in force insurance against loss of or damage to the Premises and its fixtures and fittings
- (d) any liability assumed by agreement unless liability would have attached without such agreement
- (e) any liability arising out of the use of bouncy castles or other inflatables fly walls bungee equipment or any similar activity equipment
- (f) any liability arising from bonfires and fireworks
- (g) any liability arising out of any organised sports activities
- (h) any liability which is more specifically insured elsewhere under any policy in the name of the Hirer
- (i) any liability arising out of the use of the Premises for
 - (i) any political or lobbying groups or meetings
 - (ii) business activities by commercial organisations
- (j) Injury to any employee of the Hirer if such Injury arises out of and in the course of the employment by the Hirer

- (k) any liability arising directly or indirectly from **Pollution or Contamination** unless the **Pollution or Contamination** is caused by a sudden identifiable unintended and unexpected incident which takes place in its entirety at a specific moment in time and place during the **Period of Insurance**. For the purposes of this exclusion all **Pollution or Contamination** which arises out of one incident shall be deemed to have occurred at the time such incident takes place
- (l)
 - (i) fines or penalties
 - (ii) liquidated damages
 - (iii) any compensation awarded by a court of criminal jurisdiction
 - (iv) multiplied aggravated exemplary or punitive damages
- (m) any liability directly or indirectly caused by resulting from or in connection with an **Act of Terrorism** arising at
 - (i) **Premises** of 40 storeys or more
 - (ii) sports stadia or exhibition venues where attendance may exceed 15,000 people at any one time

Limit of liability

The most We will pay under this section inclusive of all damages and **Legal Costs** for

1. any one **Event** (and all **Events** happening during any period of insurance caused by **Products**) which is directly or indirectly caused by or results from or is in connection with an **Act of Terrorism** or any action taken in controlling preventing suppressing or in any way relating to an **Act of Terrorism** shall not exceed the Hirers' liability limit of indemnity as stated in the schedule or £5,000,000 whichever is the less. If We allege that the injury or **Damage** has resulted from an **Act of Terrorism** the burden of proving the contrary shall be upon You
2.
 - (a) any one **Event**
 - (b) all **Events** happening during any period of insurance caused by **Products**
 shall not exceed the limit of indemnity shown in the schedule

Condition

You must ensure that where **Your Premises** are to be used for activities (other than private functions) involving children or vulnerable adults the potential **Hirer** has a protection policy in force and written details of this are obtained prior to entering into a contract for the hire of **Your Premises**

Appendix 2: FIRE EVACUATION PLAN

GENERAL EMERGENCY EVACUATION PLAN FOR UNMANNED HIRES:

Premises Address :	St Andrews Community Centre
Contact Number :	01522 703912
Created On :	June 2026
For Review On :	June 2027

SOUND OF THE ALARM

The sound of the alarm will be a continuous warning siren.

RAISING THE ALARM

If a fire is discovered the alarm should be raised without delay by activation of the nearest call point and manual warning [whistle, shout etc.] The alarm may also be activated by automatic fire detection.

ACTION STAFF SHOULD TAKE ON HEARING THE ALARM

The following actions should be taken on hearing the alarm :-

The hire lead will take charge and lead in the fire evacuation to **fire evacuation point A**. They will also liaise with the Fire Service on their arrival.

The hire lead will dial 999, give their name, the building name and address, their contact number, request the Fire Service and provide details of the fire.

The building will be evacuated in a calm and orderly manner, providing assistance to people needing additional help to evacuate from the premises.

Individual Personal Emergency Evacuation Plans (PEEPs) will be put in place for regular visitors with additional needs. These will be implemented as appropriate subject to these people being on site.

Lifts are not to be used for evacuation.

The hire lead will sweep the building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.

On hearing the fire alarm users should go to the assembly point and allow the hire lead to check that all users are accounted for.

The hire lead should ensure that nobody re-enters the building until the Fire Service have confirmed that it is safe to do so.

ESCAPE ROUTES

The escape routes from the building are:

Downstairs

1. Via Main entrance/exit: Bar (east side) Add pics
2. Via Bar exit (west side)
3. Changing rooms (north side) via library

Upstairs

4. Function room west side down external stairwell
5. Youth Club Room east side down external stairwell
6. Down the internal stairwell and via one of the three downstairs fire exits



FIRE ASSEMBLY POINT

The assembly point is:

Assembly Point A – Near Saxilby Public Recreation Ground Entrance next to the brick building:



FIGHTING FIRES – EXTINGUISHER USE

Fire extinguishers should only be used where:

- Users have received training and feel confident in their use. Users should never put themselves in unnecessary danger and they should prioritise evacuating the premises safely.
- Where it is safe to do so, for example where there is a clear means of escape or the fire is small.

PERSONAL SAFETY ALWAYS TAKES PRIORITY AND, IF IN ANY DOUBT, DO NOT ATTEMPT TO EXTINGUISH A FIRE.

LOCATION OF KEY SAFETY HAZARDS OR OTHER FIRE RELATED EQUIPMENT

Gas supply shut off: External to the Home Changing Room (west side)

Mains fuse box: Home Changing Room

Mains water inlet: Under Bar Kitchen Sink

Gas/oxygen cylinders: None

Fire alarm panel: Library (south side)

Defibrillator located by the hanging room entry door on the external north side (call 999 for code)

EQUIPMENT NEEDED TO AFFECT THE EMERGENCY PLAN

All hirers should have a charged mobile phone available to contact the emergency services.

Fire safety awareness

ABC POWDER	FOAM SPRAY
Safe for: Wood, paper and textiles	Safe for: Wood, paper and textiles
Safe for: Flammable liquids	Safe for: Flammable liquids
Safe for: Classical fires	Not for: Live electrical equipment
Safe for: Live electrical equipment	Not for: Flammable metal fires
WATER	CARBON DIOXIDE
Safe for: Wood, paper and textiles	Safe for: Flammable liquids
Not for: Live electrical equipment	Safe for: Live electrical equipment
Not for: Flammable gases	Not for: Wood, paper and textiles
Not for: Flammable metal fires	Not for: Flammable metal fires

Three elements of fire

- Heat**
Static electricity, faulty electrical equipment, chemical reactions, hot ash and embers, heat transfer, conduction, radiation, friction any naked flame.
- Fuel**
Timber, textiles, furniture, flammable liquids and gasses, paper, dusts, floor coverings, solvents, aerosols, etc. anything that can burn.
- Oxygen**
Oxygen is always present in the environment.

Eliminating any of these elements will cause the fire to go out.

- Employers must:**
- Carry out a fire risk assessment.
 - Protect people from danger.
 - Provide an emergency plan.
 - Ensure emergency arrangements are in place.
- Employees must:**
- Keep the workplace clean and tidy.
 - Not block fire exits.
 - Know what to do in an emergency.
 - Follow safe working procedures.

In the event of a fire

- If you discover a fire**
Do not delay. Immediately raise the alarm by activating the "Break Glass" alarm or follow the procedure relevant to your workplace.
- Do not attempt to fight the fire**
Unless it is safe to do so and you have been instructed in the use of fire extinguishers.
- On hearing the alarm**
Leave the building immediately using the nearest exit. Follow the green signs showing the route. As you leave close doors behind you. If you have PEEP act accordingly.
- Making your exit**
Use the designated fire escape stair and do not at any point use the lifts.
- Assembly point**
On leaving the building go straight to your designated assembly point.

APPENDIX 4: PROCESS FLOWCHART

Unmanned Community Centre Hire Process & Responsibility Flowchart

