

# **BUILDING CODE OF AUSTRALIA CONSULTANTS**

(A Division of Australian Loss Prevention Pty Ltd) ABN 91 073 302 280

**TOWN PLANNING, BUILDING SURVEYING & FIRE SAFETY**

Email: [bca@buildingcodeaust.com.au](mailto:bca@buildingcodeaust.com.au)



Suite 6, Level 1  
2a Redman Road  
Dee Why NSW 2099  
Tel: (02) 9982 1199  
Fax: (02) 9971 1388  
Mobile: (0412) 09 29 29

## **SCOUTS ASSOCIATION OF AUSTRALIA**

### **FIRE SAFETY & AMENITY CODE**

#### **FOR**

### **SCOUT HALLS, WHEN USED FOR**

### **SLEEPING PURPOSES**

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## PART A — INTRODUCTION

### 1.0 PURPOSE OF CODE

- 1.1 The primary purpose of this code is to:
  - A. Set a minimum standard of comfort and safety for persons who may be sleeping in a Scout Hall building.
  - B. Designate a person to be accountable and to take responsibility for the well being of persons occupying a Scout Hall for sleeping purposes.
- 1.2 This Code applies only to Scout Hall buildings. The Code does not replace the need for a general fire safety assessment of the Scout Halls, the need for implementation of fire safety improvements or the need for maintenance of fire safety measures.
- 1.3 Scout Halls that incorporate hazardous storage or activity **are not to be used for sleeping purposes** (Refer also to item I of Part B).

### 2.0 USE OF A SCOUT HALL FOR SLEEPING PURPOSES

#### 2.1 Sleeping within a Scout Hall building

While Scout Halls were not designed for sleeping accommodation, such practice has evolved, perhaps without documented formal procedures being followed relative to obtaining approval for that use or for ensuring minimum safety standards are provided.

The adoption of this fire and life safety code does not signify automatic approval of the long established practice of sleeping in Scout Halls.

Compliance with this Code does not guarantee that the practice of sleeping in Scout Halls would be permitted by others. The Code should, therefore, be considered as a series of interim measures and practices that must be implemented whenever sleeping is about to occur in a Scout Hall.

#### 2.2 Obligations, responsibility and accountability

To be effective, one person must accept full responsibility for the practice of using a particular Scout Hall for sleeping purposes and that person must be accountable for any failure to ensure comfort and safety of persons who may occupy the premises for sleeping purposes.

The designated person in every case will be the Group Leader or Activity Leader.

The use of a Scout Hall for sleeping purposes automatically invokes this allocation of responsibility and accountability to the Group Leader or Activity Leader in the first instance for each occasion upon which a Scout hall is used for sleeping, purposes,

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## PART B- TECHNICAL REQUIREMENTS

### I. HAZARDOUS OCCUPANCY/USE

Scout Hall buildings which contain potentially flammable substances (such as fuel, flammable liquids, flares) or a hazardous activity such as sub-letting to hobby group or similar activity, are not to be used for sleeping purposes, without written concurrence from the Regional office following assessment of safety risks and implementation of measures deemed appropriate.

### II. FIRE RESISTANT CONSTRUCTION

#### A. Separating Floors

Minimum required separation between floor levels:

2 storey building	Flooring to have a Fire Resistance Level of 30/30/30, <b>or</b> underside of floor system to have one layer of fire protective covering (13mm fire grade plasterboard).
3 storey building	Concrete floors, <b>or</b> ceilings to have 1 hour fire resistance to incipient spread of fire.

**Note:** \* Floor support beams, columns/walls are required to have similar levels of fire resistance to that required for the floor being supported.  
\* Penetrations through such floors/ceilings will need to be properly fire-stopped.

#### B. Combustible Attachments

There are to be no combustible attachments to ceilings, walls or floors near or at exits.

Surface finishes and furnishings to have low 'early fire hazard properties', i.e. low 'flammability' properties, low 'smoke developed' properties and low 'spread of flame' properties. (Usually, visual observation will give an indication as to whether a material is likely to be hazardous in a fire situation.

### III. MEANS OF EGRESS

#### A. Exit Accessibility During Times of Rest/Sleep

Every person must have immediate access to at least two exits, each of which should be unlocked and not fitted with lockable devices. Exit doors should be capable of being opened with minimal force, utilising only panic bars, or if approved following assessment, suitable lever handles.

#### B. Travel to Exits

Distance to exits is to be kept as short as possible. Adequate space to be provided between each person and all care taken to avoid overcrowding. Paths of travel to be at least 1.0m wide.

#### C. Evacuation Plan

The following pre-procedures are to be put into effect:

1. Floor plan of proposed sleeping arrangement to be prepared and approved by Group Leader or Activity Leader, with name, designation, signature and date endorsed thereon.

2. The approved plan to be installed adjacent to at least two exits, together with 'RACE' evacuation procedures (Refer Attachment III)

#### D. Exit Lighting

Exits to have permanently illuminated 'Exit' signs as follows:

- a) at doors/entry points to internal/external stairs and landings/balconies forming part of an exit or path of travel to an exit;
- b) above exit doors which discharge to a road or open space from the building generally or from an enclosed stairway/passageway/ramp.

Internal/external exit stairs and internal corridors or the like leading to an exit are to be permanently lit when the building is occupied outside daylight hours so that an adequate, safe level of illumination is constantly provided.

### IV. EMERGENCY LIGHTING

Emergency lighting is to be installed:

- a) within toilets and shower rooms;
- b) in any room, corridor, stairway or space located further than 20m from the nearest exit that is provided with an illuminated exit sign;
- c) where an illuminated exit sign on or near a designated exit door, leading to the outside of the building, cannot be seen from part of a sleeping area, emergency lighting is required between the sleeping area and an exit, located at maximum 12m spacings and at changes of direction in stairs, corridors or the like that lead to the exit.

### V. FIRE SAFETY EQUIPMENT AND SERVICES

Premises to be fitted with smoke detectors and alarm in all rooms as follows:

- a) Full compliance with AS1670, except external monitoring by a Fire Brigade approved facility.
- OR**
- b) Utilising interconnected, hard-wired AS3786 smoke alarms located in accordance with AS1670 spacing and location requirements.

**Note:** In certain locations a heat detector may be substituted for a smoke detector/alarm, e.g. kitchen, shower room.

### VI. FIRE SAFETY MANAGEMENT

A. Group Leader's or Activity Leader's responsibilities:

- i) Ensure that all fire safety measures in the building are operational and that adequate torches are readily available to occupants.
- ii) Ensure that all fire safety measures are shown on sleeping/evacuation plans.
- iii) Ensure that all fire safety and evacuation measures are discussed with all persons occupying the premises.
- iv) Ensure that all persons remain under constant supervision of Group Leader or Activity Leader whilst in the hall. **Ratio Adult : Children to be as per Scouts 'Sectional Requirement'**.

It is recommended that all supervisors to have basic fire safety and evacuation training.

- B. Other fire safety measure such as fire blankets, fire extinguishers, fire hose reels and the like will be the subject of separate fire safety assessments made in respect of the building generally. Such equipment should already be installed, be identified on floor plans, should be available at all times and should be maintained in proper working condition.
- C. Group Leader or Activity Leader on duty to carry torches, whistles and/or manual fire alarm siren devices activated by handle winding or similar device. Supervisors are to carry roll of names of persons sleeping in the building.
- D. Log fires are to be extinguished (unless suitable masonry hearth/upstand is provided) and all gas appliances to be turned off prior to sleeping.
- E. Gas and electrical installations to be checked annually by competent gas fitters and electricians respectively, and to be certified annually as being fit for purpose and satisfactory in fire safety terms. Documentation to be kept by Group Leader or Activity Leader and made available for auditing purposes when required.

## VII. HEALTH AND AMENITY

### A. Sanitary Facilities

The minimum standard for bathing and toilet facilities in buildings where sleeping accommodation is provided is shown in Attachment VII. An alternate solution would be to ensure that the following Performance Requirement (PR) is satisfied:

**PR 1** Suitable sanitary facilities for personal hygiene must be provided in a convenient location within or associated with a building, to the degree necessary, appropriate to:

- a) the function or use of the building; and
- b) the number and gender of the occupants; and
- c) the disability or other particular needs of the occupants.

### B. Microbial (Legionella) Control

Installation, operation and maintenance of hot water, warm water and cooling water systems must satisfy the NSW Public Health (Microbial Control) Regulation 2000, as amended by the Public Health (Microbial Control) Amendment (Miscellaneous) Regulation 2003 under the Public Health Act, 1991.

### C. Room Sizes

#### 1. Room size

Minimum 5.5m<sup>2</sup> per person in sleeping area.

#### 2. Ceiling Height

The ceiling height must not be less than:

- a) 2.4m generally, **except** where > 100 persons are accommodated, the ceiling height must not be less than 2.7m;
- b) 2.1m in kitchens, bathrooms, toilets, laundries, corridors, passageways, storerooms or the like.

**D. Light and Ventilation****1. Light****a) Natural Light**

Sleeping rooms and other habitable rooms should be provided with natural light via external facing windows which have an aggregate area of at least 10% of the floor area of the room(s).

**b) Artificial Lighting**

Required in all areas of the building. The ideal compliance standard is AS/NZS 1680.0.

**2. Ventilation**

Group Leader or Activity Leader to ensure adequate ventilation is provided for the number of persons accommodated, or otherwise limit the number of persons accordingly.

Minimum openable size of windows/doors for ventilation purposes to be 5% of floor area of room. Group Leader or Activity Leader to ensure that adequate ventilation is maintained while the building is occupied for any purpose.

Alternately, approved mechanical ventilation systems conforming to AS1668 will be required.

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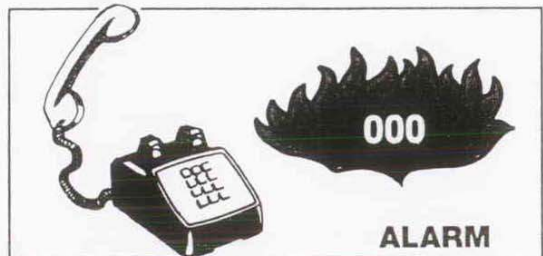
## 'RACE' EVACUATION PROCEDURES

### ACTIONS TO BE CONSIDERED ON DISCOVERING A FIRE:

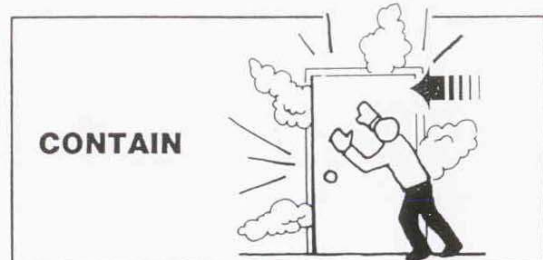
**R** "Rescue" any person/s  
in immediate danger



**A** "Alarm" Raise the alarm  
and follow your  
emergency procedures



**C** "Contain" Close doors  
to contain the fire



**E** "Extinguish" Attempt to  
extinguish the fire only  
if you are trained and it  
is safe to do so.





**BUILDING CODE OF AUSTRALIA REQUIREMENT FOR  
BATHING AND TOILET FACILITIES**

- a) One bath or shower required for each 10 persons, and
  
- b) One closet pan and washbasin required for each 10 persons, or for males 1 closet pan for 12 persons, if urinals provided, as follows:
  - 1 for 25 persons
  - 2 for 50 persons (or 1 x 1.2m)
  - 3 for 51 to 100 persons (1 x 1.8m)

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