

STORRIDGE VILLAGE HALL FIRE SAFETY POLICY

Storrige Village Hall is a registered charity with trustees responsible for its management.

The Storrige Village Hall Management Committee (SVHMC) is responsible for the day-to-day management of the Village Hall. The SVHMC is comprised of elected members, and members who represent some of the regular hirers of the Hall.

The SVHMC is responsible for the implementation of this Fire Safety Policy.

The SVHMC will implement the following to ensure the fire safety of all users of the Village Hall and the building:

1. FIRE SAFETY CO-ORDINATOR

SVHMC will appoint one of its members to act as the Village Hall's Fire Safety Co-ordinator.

2. FIRE SAFETY LOGBOOKS

All relevant Fire Safety logbooks detailing the Fire Risk Assessments, alarm tests, fire fighting equipment checks etc. will be maintained by the Fire Safety Co-ordinator.

3. ESCAPE ROUTES AND EXITS

All Village Hall escape routes and exits are clearly signed and will be kept free from obstruction at all times, to ensure safe evacuation from the building.

4. EMERGENCY LIGHTING

All emergency lighting will be visually checked on a regular basis by the Fire Safety Co-ordinator and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

5. FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be provided in appropriate places within the Village Hall, according to the particular fire risk posed (e.g. Fire Blanket within the kitchen). All fire fighting equipment will be visually checked on a regular basis by the Fire Safety Co-ordinator and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

6. ELECTRICAL SYSTEM AND APPLIANCES

The Village Hall's electrical wiring installation will be inspected every 5 years by a recognised contractor, and the results recorded.

All portable electrical appliances provided by SVHMC will be tested bi-annually by a recognised contractor, and the results recorded.

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The Village Hall's boiler will be serviced annually by a recognised contractor, and the results recorded.

7. FIRE AND EMERGENCY EVACUATION

All users of the Village Hall will be required to familiarise themselves with the 'FIRE Safety Guidance and Emergency Plan' for Hirers, (attached as Appendix 1 at the end of this Policy statement) which is ALSO displayed on the Hall's Health & Safety Notice Board within the Hall lobby.

SVHMC will recommend that all regular Hirer's of the Hall should conduct formal fire evacuation drills for their event attendees.

8. FIRE SAFETY INSPECTIONS

The Fire Risk Co-ordinator will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment. These inspections should ensure, as a minimum, that:

All fire routes and exits are free from obstruction.

All emergency lighting is working.

All fire fighting equipment is present and serviceable.

Any flammable liquids are correctly stored, and

There is no accumulation of rubbish within or near the building to create a fire hazard.

9. FIRE RISK ASSESSMENTS

The Storridge Village Hall Fire Risk Assessment will be undertaken on at least an annual basis by the Fire Risk Co-ordinator, and the results recorded.

The Fire Risk Assessment will be reviewed annually

Appendix 1.

FIRE Safety Guidance and Emergency Plan for Hirers

Safety Guidance

YOU, THE HIRER are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Storridge Village Hall during your hire of the Village Hall.

At all times Storridge Village Hall is in use, the 'RESPONSIBLE PERSON' must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

Your priority should always be to SAVE LIVES and not the building!

BEFORE YOUR EVENT STARTS:

Check that the Village Hall 'Fire Exit' lights are working.

Check that all Village Hall 'Fire Exit' routes are not blocked, e.g. by tables, chairs or boxes.

Check that you know where the Village Hall's Fire Extinguishers are stored, and the different uses of the water and powder fire extinguishers.

Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.

Check that no balloons or other decorations have been hung within the Village Hall so that they could fall down and obstruct a Fire Exit.

Inform all of your Attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' outside the Chequers Public House, in the event of a fire or an emergency.

DURING YOUR EVENT:

Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed.

Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or an emergency

Ensure that no vehicle obstructs the Village Halls' main entrance ramp, so that wheelchair users and those with prams/buggies may be able to leave the Village Hall safely.

Ensure that emergency services vehicles have a clear access route to the Village Hall from the road.

Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, use of candles or other naked flames).

Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

Emergency Plan

In the Event of a Fire or some other emergency: **Take Command!**

Give loud and clear instructions.

Tell everybody to:

Immediately evacuate the building using the nearest available exit; and gather at the 'Assembly Point', i.e. in the top corner of the car park

Start the Village Hall Fire Alarm - by using the 'break glass point' located adjacent to all fire doors and landing.

Call **THE FIRE BRIGADE** by **DIALING 999** and request **FIRE**

and give this address: **STORRIDGE VILLAGE HALL WR13 5EY**

Check every Village Hall room that it is safe to enter, to ensure that everyone has left the Village Hall.

Fire extinguishers should be used to clear a safe passage to a Fire Exit.

Once outside, at the 'Assembly Point', check that everyone is accounted for.

Check that the Street and the area around the Village Hall is clear for the emergency services vehicles.

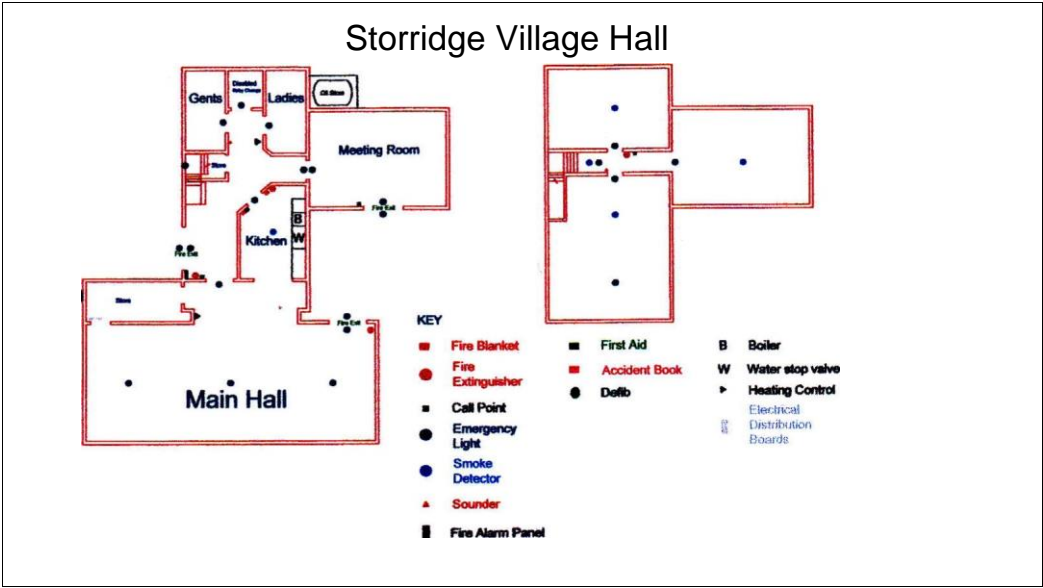
Do not allow anyone to enter the Village Hall until a fire officer tells you it is safe to enter.

Contact a member of the Storrige Village Hall Management Committee on one of the telephone numbers shown below:

Chairman:Derek Scully01886 833236

Secretary: Jackie White01886 833802

Bookings Secretary: Liz Kabani01886 502031



Adopted

Revision date