

HALSE VILLAGE HALL

FIRE SAFETY POLICY



This policy applies to all users, hirers, trustees of Halse Village Hall.

Responsibilities of the village hall trustees:

- The village hall trustees are responsible for all fire safety at the hall in line with the Regulatory Reform (Fire Safety) Order 2005. The trustees conduct fire risk assessments and take necessary steps to reduce the risk of fire to being as low as possible
- The village hall trustees will receive advice and support from companies who service and maintain the fire systems within the hall and take all preventative measures required following assessments.
- Any users should be provided with written instructions as to how to comply with fire safety including procedures and use of equipment.
- The trustees will :
 - maintain fire fighting equipment and ensure fire exits are regularly check for obstructions.
 - a monthly check of the smoke alarms, fire appliances and emergency lights in the building.
 - routinely check all areas are kept clean and clear from rubbish etc.
 - ensure that quantities of flammable cleaning materials and the like are kept to a minimum and stored appropriately in the cleaning cupboard.
- The trustees cannot be fully responsible for all the fire safety aspects of activities that are not under its control. While the trustees recognise its overall responsibility under law it makes a distinction between the trustees and users/hirers of the hall. It must therefore alert users/hirers of the hall to recognise their own responsibilities regarding the fire safety aspects of their own activities while using the hall

The trustees will:

- Do all that it can to engender Fire Safety within and the law
- Do all that it can to maintain a safe environment at the premises that is Halse Village Hall
- Establish, maintain and keep under review a Fire Risk Assessment for the hall
- Require users/hirers to comply with our fire policy available on our website:
www.halsevillagehall.org.uk
- Keep the policy under regular review
- Maintain Public Liability Insurance for the premises

- Maintain the first aid boxes in the kitchen and accessible toilet
- Maintain an accident book and record accidents accordingly

HALSE VILLAGE HALL - FIRE SAFETY PROCEDURE

INFORMATION AND INSTRUCTIONS FOR HIRERS/USERS

General

- All hirers/users on entering the hall should familiarise themselves with the fire escape routes, fire exits and fire safety equipment, details of which are displayed in the hall.

On Opening the Hall

- The hirers/users are responsible for checking that all escape routes are free of obstructions, fire exit doors are operating properly and fire fighting equipment is in place. Any problems should be reported immediately to the hall's nominated person for fire safety:
 - Jill Payne, Health & Safety Officer 07866 404710
 - If Jill Payne is unavailable, one of the following trustees:
 - Alison Walker, Booking Secretary 07770 430137
 - Nick Ellis, Chair 07515 333037
 - Carol Windeatt, Treasurer 07523 891962
 - Tracey Prosser, Secretary/Maintenance 07967 059528
- It is the responsibility of the hirers/users to be satisfied the hall is safe to use.

Maximum Permitted Numbers

- The user is responsible for seeing that the maximum safe number of people in the hall is not exceeded as follows:
 - Seated theatre or restaurant style in the main hall **70 people**.
 - Maximum number of **140 people** standing in the main hall area.

Safety Instructions

- For reasons of fire safety and compliance with legislation, smoking is not permitted anywhere inside the hall buildings. The only naked lights permitted are night light type candles to be used only with the hall's table lanterns.
- At the start of any event or function, the user is responsible for pointing out to those present:
 - The no smoking policy
 - Warnings given by smoke alarms
 - In the event of a fire, to leave the building immediately and not attempt to collect any valuables or personal effects
 - Location of exits and escape routes (see attached plan)
 - Location of Muster Points: (1) car park opposite the hall building (2) field behind the hall via the gate at the top of the patio steps

- The users/hirers are responsible for controlling re-admission only after the all clear is given.

In the event of a fire

- The person discovering the fire should shout 'FIRE' loudly
- Everybody must leave the building by the designated fire escape routes as quickly as possible and muster at the points noted above
- The user/hirer should ensure no-one is left in the building including the gents, ladies and accessible toilet and the kitchen.
- Call the Fire Brigade on 999, either by mobile phone or from the home of the nearest local resident
- **ONLY** If safe to do so without compromising personal safety tackle the fire with the appropriate appliance:
 - **Red – Water** (Spray and mist) – located adjacent/next to exit doors
 - **Black** - CO2 - located in kitchen to left of kitchen door
 - **Fire blanket** for cooking fires – located opposite range cooker
- As soon as practical, the person who is responsible for the hire should notify the hall's nominated fire safety person:
 - Jill Payne, Health & Safety Officer 07866 404710
 - Or alternatively, if Jill is unavailable one of the trustees listed above.

Fire Evacuation Plan



