

1. Introduction

This Safety Policy for Chieveley Village Hall is written with regard to the Regulatory Reform (Fire Safety) Order 2005 and the duties imposed on employers and persons with control of workplaces under their control.

Chieveley Village Hall is a registered charity with Trustees responsible for its management. The Chieveley Recreational Centre Executive Committee (CRCEC) responsible for the day-to-day management of Chieveley Village Hall is comprised of elected members and members who represent some of the regular hirers of the hall.

As far as reasonably practicable, all steps shall be taken by the CRCEC to prevent or minimise the probability of all causes of fire. The CRCEC recognise the need to take precautions to maintain the safety of all employees, visitors, contractors, hirers against the threat of fire or other emergency.

The CRCEC further implements proper systems to deal with a potential fire and regularly maintains and tests these systems to ensure they are adequate.

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

The CRCEC will implement the following to ensure the fire safety of all users of the Village Hall.

2. Policy Objectives

The Policy Objectives are:

- To provide effective management of fire safety to safeguard all persons from death or injury in the event of fire.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt services, damage buildings or equipment, or harm the environment.

3. Responsible Person: Village Hall Fire Safety Co-ordinator

The CRCEC has appointed a Fire Safety Co-ordinator responsible for the management of day-to-day fire safety. The Fire Safety Co-ordinator will:

- Ensure that fire risk assessments are undertaken and regularly reviewed and updated (See Para 6).
- Undertake fire safety inspections (see Para 5).
- Ensure provision and maintenance of fire safety provisions, including detection and alarm systems, emergency lighting and fire fighting equipment. The position of the fire safety measures is shown on Figure 1 in Appendix 1.
- Ensure all emergency lighting is visually checked on a regular basis, serviced and maintained on an annual basis by a competent person and the results recorded.
- Ensure fire fighting equipment is provided in appropriate places within the Village Hall, according to the particular fire risk posed (e.g. Fire Blanket in the kitchen).
- Ensure all fire fighting equipment is visually checked on a regular basis, serviced and maintained on an annual basis by a competent person and the results recorded.
- Ensure the Village Hall's electrical wiring installation is inspected every 5 years by a competent person and the results recorded.

- Ensure all portable electrical appliances provided by CRCEC are tested annually by a competent person and the results recorded.
- Ensure all Village Hall escape routes and exits are clearly signed and kept free from obstruction at all times, to ensure safe evacuation from the building.
- Ensure fire safety training is undertaken.
- Oversee all fire equipment contracts.
- Ensure adequate records are maintained on Dropbox and current documents are held in the foyer of the hall.

4. Responsible Person: Hirer

The Hirer is the Responsible Person in the event of a Fire or an Emergency within Chieveley Village Hall, during their activities in the hall and are responsible for the safety of their attendees and the building. The Responsible Person must be in charge and ready to take control of any incident.

5. Fire Precautions and Evacuation Procedure

All users of Chieveley Village Hall are required to familiarise themselves with the 'Fire Precautions and Evacuation Procedures for Hirers' (attached as Appendix 1 at the end of this Policy Statement). This Procedure is given to every Hirer at their initial familiarisation tour of the hall by the Bookings Manager and is also displayed on the Chieveley Village Hall Notice Board in the lobby of the Hall.

Any equipment damage or faults must be reported immediately to the Booking Manager.

The CRCEC will recommend that all regular Hirers of Chieveley Village Hall should conduct formal fire evacuation drills for their event attendees.

6. Fire Safety Inspections

The Fire Safety Co-ordinator is responsible for conducting regular visual inspections of Chieveley Village Hall and all its fire safety equipment. These inspections should be recorded and 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 stored correctly.
- There is no accumulation of rubbish in or near Chieveley Village Hall to create a fire hazard.

7. Fire Risk Assessment

The fire risk assessment will be undertaken at least annually by a competent person and the results recorded.

The fire risk assessment will be a standing Agenda item at all CRCEC meetings to ensure that additional fire risk assessment reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities of hirers.

8. Equipment and Testing

Fire safety equipment will be provided by the CRCEC and will be serviced by a competent person and scheduled in accordance with manufacturer's instructions. An appropriate fire detection system will be installed, the type and extent determined by the fire risk assessment. Alarm systems will be testing regularly and records retained. Emergency lighting will be provided for escape routes, the location and type determined by the fire risk assessment. Operation of fire doors and emergency exits, including automatic closure systems will be tested and the results recorded at least every 6 months or more frequently if the fire risk assessment identifies this as necessary.

9. Fire Safety Procedures

The following procedures maintain high standards of fire safety:

- Fire exit doors will be maintained in good working order and kept free of obstruction at all times.
- Emergency escape routes will be established and kept free of obstruction at all times.
- Fire smoke/heat detectors will alarm indicating the presence of a fire.
- Signs and notices will be displayed in appropriate locations, giving instruction to everyone using the village hall of the actions to be taken in the event of a fire.
- Signs will show the location of fire extinguishers, emergency exit routes and the Assembly Point.

10. Records

Records will be retained for:

- Annual inspection and test of all fire fighting equipment.
- Periodic tests of emergency lighting.
- Maintenance of fire detection equipment and electrical equipment.
- Inspections, risk assessments, storage of hazardous materials and any other hazards identified in the risk assessment.

APPENDIX 1**FIRE SAFETY GUIDANCE AND EMERGENCY PLAN FOR HIRERS**

The Hirer is the Responsible Person in the event of a Fire or an Emergency within Chieveley Village Hall during their hire of the Hall. The Responsible Person must be in charge and ready to take control of any incident.

To comply with Hall Fire and Evacuation Regulations, all Hirers must take note and follow the requirements below.

Saving Lives is always the priority, not the building.

FIRE SAFETY BRIEFING FOR HIRERS

Each new Hirer will be shown around Chieveley Village Hall and given the briefing as follows:

- The location of all relevant emergency exits, call points and have the evacuation policy outlined to them.
- The location of the first aid box and defibrillator.

BEFORE THE EVENT STARTS

The Hirer must complete the following:

- In advance of the Event, the Hirer must undertake a fire risk assessment of their activity, including an assessment of the evacuation requirements for vulnerable occupants.
- Appoint a Responsible Person to take charge in the event of a fire or emergency.
- Raise any special fire safety needs in advance of the event.
- Notify the Bookings Manager of all electrical equipment and extension leads to be brought into the hall and have evidence of annual Portable Appliance testing.
- Naked flames, indoor pyrotechnics, deep fat fryers or other cooking equipment over and above that already provided, are prohibited.
- Ensure maximum occupancy levels are not exceeded.
- Observe Fire Action Notices.
- Check that the Village Hall 'Fire Exit' lights are working.
- Check that all Village Hall 'Fire Exit' routes are clear, e.g. are not blocked by tables, chairs, boxes etc. or that balloons or other decorations could fall and block an exit route.

DURING THE EVENT

- At the start of the Event, ensure that all attendees understand the basic fire safety procedures and location of emergency exits and fire Assembly Point.
- Ensure that a person is nominated to keep the Register and will take it with them to the Assembly Point in the event of an evacuation of the Hall.
- Brief any disabled people and/or their assistants regarding the best evacuation route from the Village Hall in the event of a fire or an emergency.
- Ensure no vehicle obstructs the Village Hall entrance ramps, so that wheelchair users and those with prams/buggies are able to leave the Hall safely.

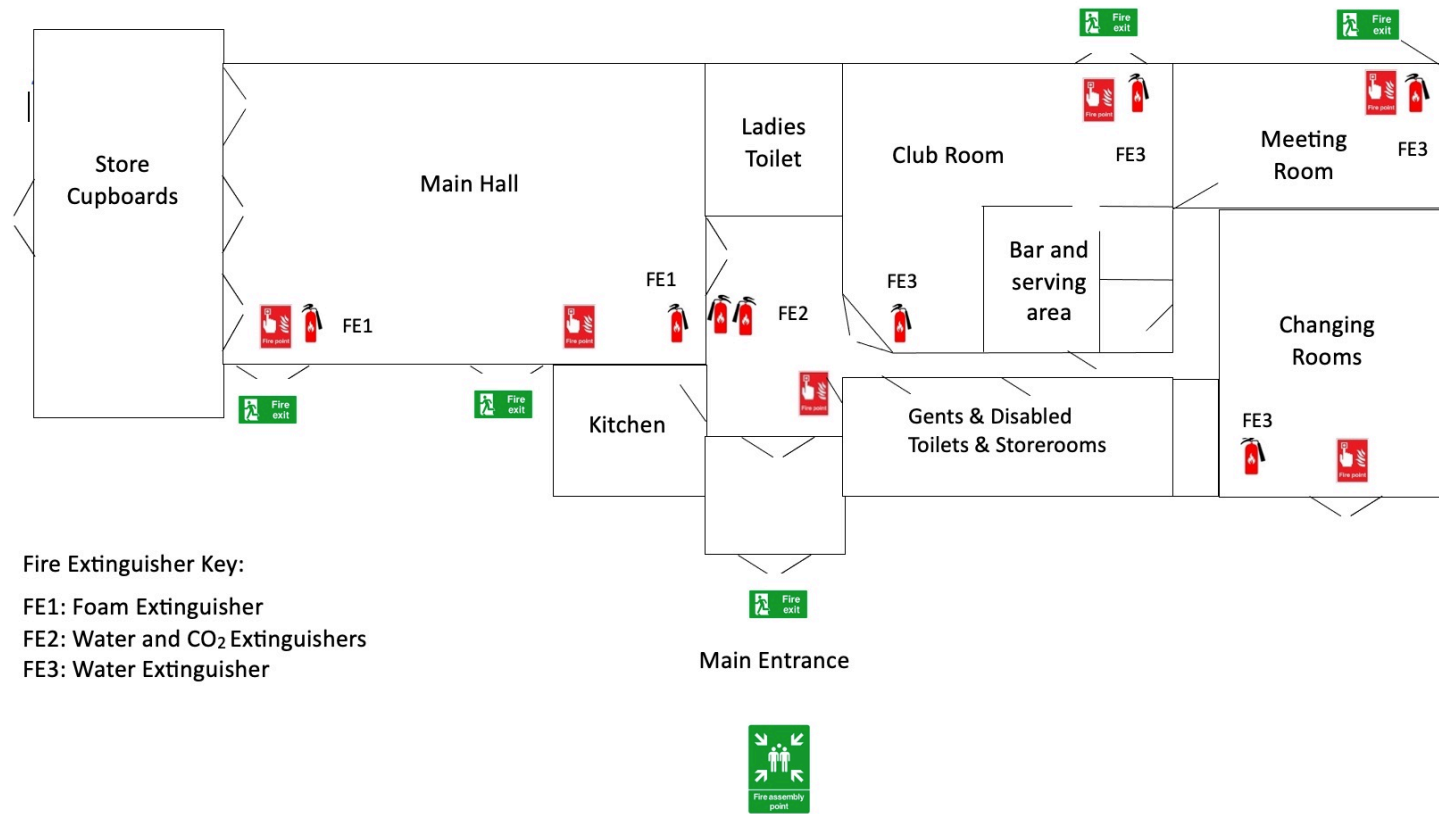
- Ensure that Emergency services have a clear access route to Chieveley Village Hall from the High Street.
- Ensure that event attendees do not engage in any activity that is likely to cause a fire (smoking, use of candles or other naked flames).
- Ensure the corridor, all fire exit doors and exit routes are kept clear and available throughout the event.
- Be vigilant regarding any smells of burning or a gradual build-up of smoke.

EMERGENCY PLAN

In the event of a FIRE or other EMERGENCY the appointed Responsible Person shall take charge and:

- Give loud and clear instructions.
- Open all relevant emergency doors and exits.
- Ensure everyone in the group evacuates immediately, calmly and without panic, using the nearest available exit, ensuring the disabled and children take priority.
- Ensure no one stops to collect personal possessions.
- Do not use fire-fighting equipment unless confident and trained in their use.
- Ensure that everyone in the group gathers and waits at the Assembly Point.
- Carry out a Role Call at the Assembly Point to account for everyone in the group.
- Chieveley Village Hall has an Automatic Fire Alarm and Emergency Lighting System, but if the alarm has not sounded, trigger the alarm via the call point located at the exit being used. These positions are shown on Figure 1.
- Alert the Emergency Services: **Fire Brigade 999 or Ambulance 999 – THERE IS NO LANDLINE IN THE HALL, A MOBILE PHONE MUST BE USED**
- Ensure people remain at a safe distance from the building.
- Ensure no one re-enters the building until the Fire Service has confirmed that it is safe to do so.
- Check that the street and area around Chieveley Village Hall remains clear for the Emergency Services.
- Ensure the Bookings Manager is informed about any safety incidents, accidents or emergencies by calling 07592 021273.

Figure 1: SCHEMATIC DIAGRAM OF FIRE SAFETY MEASURES AND EMERGENCY EXIT ROUTES IN THE VILLAGE HALL



Recreation Ground (Field)