

Horsley Village Hall **Fire Safety Policy**

Horsley Village Hall Trust is a registered charity with Trustees responsible for its management.

The Horsley Village Hall Committee (HVHC) is responsible for the day to day running of the Village Hall. The committee is made up of Trustees and village representatives.

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

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

Fire Safety Co-ordinators

HVHC will appoint two of its members to act as the Village Hall's Fire Safety Co-ordinators. Sue Dinning and Stevie Glover have been appointed.

Fire Safety Logbooks

All relevant Fire Safety Logbooks detailing Fire Risk Assessments, alarm tests, firefighting equipment checks etc. will be maintained by the Fire Safety Co-ordinators.

Escape Routes and Exits.

All Village Hall escape routes and exits are clearly signed and will be always kept free from obstruction, to ensure safe evacuation from the building in the event of fire.

Fire Alarm and Emergency Lighting

The fire alarm system and emergency lighting will be manually/visually checked on a regular basis by the Fire Safety Co-ordinator. The fire alarm system will be serviced and maintained on a 6 monthly basis by a recognised contractor, and the results recorded. The emergency lighting will be serviced and maintained annually by a recognised contractor, and the results recorded.

Fire Fighting Equipment

Firefighting equipment will be provided in appropriate places within the Village Hall, according to the particular risk posed (e.g., Fire Blanket within the kitchen). All firefighting 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.

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 HVHC will be tested bi-annually by a recognised contractor, and the results recorded. Visual inspections to take place quarterly, and the results recorded.

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 notice board within the entrance hall.

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

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 firefighting equipment is present and serviceable.
- any flammable liquids are correctly stored or removed.
- there is no accumulation of rubbish within or near the building to create a fire hazard.

The results of these fire inspections should be recorded.

The Horsley 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 a Standing Agenda Item at all HVHC 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.

Appendix 1.

Fire Safety Guidance and Emergency Plan for Hirers

Safety Guidance

YOU, THE HIRER, are deemed the *'RESPONSIBLE PERSON'* IN THE EVENT OF A FIRE OR AN EMERGENCY WITHIN Horsley Village Hall during your hire of the Village Hall.

At all times Horsley Village Hall is in use, the *'RESPONSIBLE PERSON'* must be in charge, and be 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' signs are visible.
- 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 are safe to use.
- Check that no decorations (balloons, banners etc) have been hung in the Village Hall so that they could fall and obstruct a Fire Exit.
- Inform all your attendees of the Village Hall's 'Fire Exit' routes, and the 'Assemble Point' opposite the hall on Cherry Tree Gardens, in the event of a fire or 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 Hall's main entrance, so that wheelchair users or those who are visually or hearing impaired 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 main 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 to any signs of fire – smells of burning or build-up of smoke.

EMERGENCY PLAN

In the event of FIRE or other emergency: TAKE CHARGE!

- **Give loud and clear instructions.**
- **Tell everybody to:**
 - **Immediately leave the building via the main exit.**
 - **Gather at the 'Assembly Point' opposite the Hall on Cherry Tree Gardens.**
- **Start the Village Hall Fire Alarm – by using the 'Break Glass Point' located in the main hall by the door or on the upstairs landing.**
- **Call THE FIRE BRIGADE – Dial 999 and give this address:**

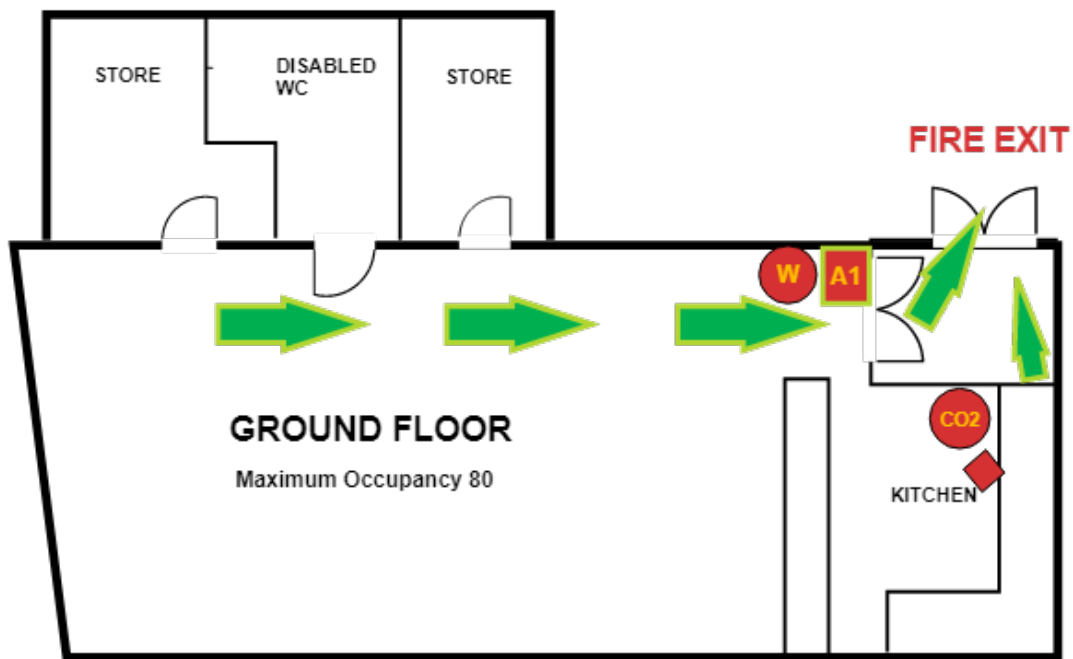
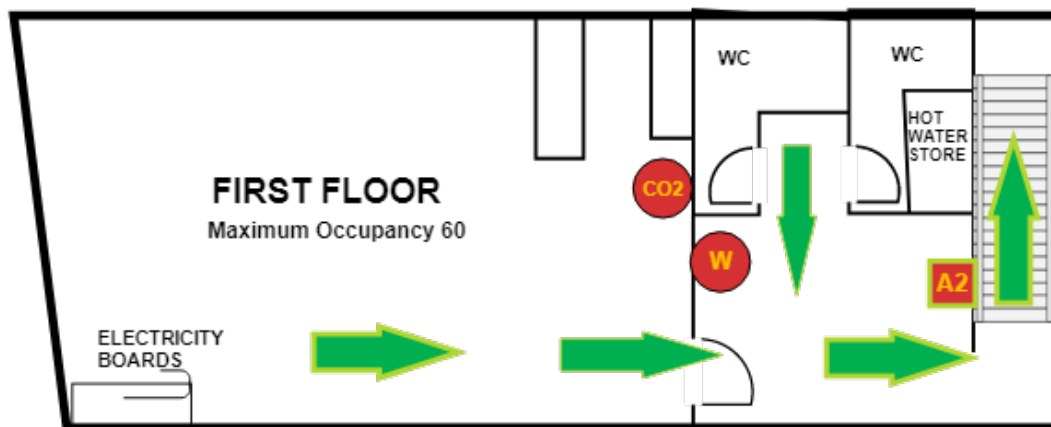
**Horsley Village Hall
Main Street
Horsley
Newcastle upon Tyne
NE15 0NT**

- **Check every Village Hall room that it is safe to enter, to ensure that everyone has left the Hall.**
- **Fire extinguishers should be used to clear safe passage to the Fire Exit.**
- **Once outside, at the 'Assembly Point,' check that everyone is accounted for.**
- **Check that the area around the 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 Horsley Village Hall Committee on one of the numbers shown below:**

Bookings Secretary:	Hilary Cobb	07769 037596
Chairperson:	Stevie Glover	07788 727045
Secretary:	Sue Dinning	07909 833092
Treasurer:	Ethel Coulthard	07947 777818

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FIRE EVACUATION ROUTES



- W** EXTINGUISHERS WATER
- CO2** EXTINGUISHERS CO2
- ◆** FIRE BLANKET
- A** BREAK GLASS ALARM1 & 2