

RUYTON XI TOWNS VILLAGE HALL FIRE SAFETY POLICY & EMERGENCY PLAN

FIRE SAFETY POLICY

The Ruyton XI Towns Village Hall Management Committee is responsible for the day-to-day management of the Village Hall and the implementation of this Fire Safety Policy.

The Committee will implement the following to ensure the fire safety of all users of the Village Hall:

Fire safety logbooks

All relevant fire safety logbooks including Fire Risk Assessments, alarm tests and firefighting equipment checks, will be held and maintained by the Committee.

Fire alarm system

A fire alarm test will be carried out weekly on at least one call point, with the results recorded in the fire safety logbook, kept in the fire cabinet in the foyer. The fire alarm system will be inspected annually by a recognised contractor, with the results recorded.

Signage & assembly point

Details of escape routes, the emergency plan and the assembly point will be placed adjacent to manual call points.

Emergency lighting

All emergency lighting will be visually checked at least monthly by the Committee and will be serviced and maintained on an annual basis by a recognised contractor with the results recorded in the fire safety logbook.

Firefighting equipment

Firefighting equipment will be provided in appropriate places within the Village Hall, according to the fire risk posed. Fire extinguishers will be visually inspected each month with any problems listed in the fire safety logbook and dealt with at the next available opportunity.

Any extinguisher noticed to have been discharged or damaged must be replaced immediately.

Extinguishers will be inspected annually by a competent person.

Electrical systems & appliances

The Village Hall's electrical wiring installation will be inspected every five years by a recognised contractor.

Portable electrical appliances provided by the Committee for those hiring the hall shall be tested by a competent person at intervals no greater than two years, and shall be removed from the building immediately should they fail. Otherwise a sticker will be fixed to each appliance to show that it passed the test.

Notwithstanding this, every time an electrical appliance is used, the person using it should carry out their own visual inspection to spot any issues that may have arisen since the last test and immediately notify a Committee member of any concerns, making sure that the appliance is not used before being checked.

Air conditioning units will be checked annually by a competent person and a certificate issued. Any remedial works shall be carried out before the system is used again.

Fire & emergency evacuation

All users of the Village Hall will be required to familiarise themselves with this Fire Safety Policy & Emergency Plan, which is highlighted to all hirers prior to their hire of the hall. A copy of the policy is on the Village Hall website.

Fire safety inspections

Visual inspections of the Village Hall and all its fire safety equipment will be conducted by the Committee at intervals of no more than 6 months.

These inspections will ensure, as a minimum, that:

- All fire routes and exits are free from obstruction.
- All fire doors are shut and not propped open with door stops.
- All emergency lighting is working.
- All fire-fighting equipment is present and serviceable and stored correctly.
- Any flammable liquids are correctly stored.
- There is no accumulation of rubbish within or near the building to create a fire hazard.

Fire risk assessment

A Fire Risk Assessment will be undertaken on an annual basis and the results approved by the Committee.

FIRE SAFETY GUIDANCE FOR HIRERS

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

At all times while **YOU** are hiring the hall, **YOU** must be in charge and ready to take control of any incident.

YOU are responsible for the safety of your guests, so **YOU** must read and become familiar with the following:

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

Before your event starts:

- Check that the 'Fire Exit' lights are working.
- Check that all escape routes are not blocked, by, for example, tables, chairs, or boxes.
- Check that you know where the fire extinguishers and blankets are located, and the different uses of the water and CO2 fire extinguishers.
- Check that all portable 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 where they could fall and obstruct a Fire Exit.
- Inform all your attendees of the Fire Exit routes, and the Assembly Point across the road outside the Admiral Benbow.

During your event:

- Know how many people are at your event.
- Keep fire doors closed when not in use, and do not prop them open.
- Ensure that the Fire Exits and escape 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 emergency.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.
- Be vigilant regarding any smells of burning or a gradual build-up of smoke.

After your event:

- Remove all waste, and check rooms for smouldering or items burning.
- Check heaters and electrical appliances are turned off and unplugged where necessary.
- Turn off lights not required for security purposes and close all internal doors.
- Secure all external doors and windows.

EMERGENCY PLAN

FIRE NOTICE In the event of a fire

The **Responsible Person** in charge of the hall will give loud and clear instructions and tell all persons to

- Leave the building using the nearest available exit
- Meet at the **ASSEMBLY POINT – across the road outside the Admiral Benbow**

Start the fire alarm if it is not already sounding, by using a “Fire Call Point”.

NO MATTER HOW SMALL THE FIRE, DIAL 999 AND ASK FOR THE FIRE BRIGADE.

There is no public telephone nearby, so use a mobile to call 999.

GIVE THIS ADDRESS: Ruyton XI Towns Village Hall. Church Street. Ruyton XI Towns SY4 1LA. Opposite Admiral Benbow Pub.

Check every room that is safe to enter, including the toilets and Store Room if in use, to ensure everyone has left. Use firefighting equipment to clear a safe passage to a fire exit if necessary.

Check that everyone is accounted for and do not allow anyone to re-enter the building under any circumstances.

On arrival of the Fire Brigade, report to the Officer in Charge that all persons are safe or state the last known location of anyone missing.

The Fire Alarm is not linked to the Fire Service, but members of the Committee will be alerted so will attend as soon as possible

FIRE EXITS AND EQUIPMENT LOCATIONS

