Swanton Novers Village Hall

Fire Safety Policy

Policy Statement

Swanton Novers Village Hall Committee recognises their responsibility for fire safety at the hall.

As part of our Health and Safety obligations hirers will be advised of their responsibilities and the procedures to be used in the event of a fire.

The requirements are detailed with the Terms and Conditions for hire of the hall. The committee members responsible for bookings will ensure hirers are made aware of their responsibilities as part of their acceptance and signing of the Booking Form. In the event of a fire the hirer will take responsibility for a safe evacuation of the hall.

1. FIRE SAFETY CO-ORDINATOR

The Committee member responsible for fire safety should be responsible for carrying out regular fire safety checks and entering these checks in the Fire Safety Log Book.

2. FIRE ALARM SYSTEM

Fire alarm tests should be carried out weekly using the Fire Alarm Panel located in the lobby. The Fire Alarm system should be checked annually by a recognised contractor.

3. SMOKE DETECTORS

Smoke detectors should be tested monthly following guidance notes provided by Fire Alarm panel and results recorded in log book.

The smoke detectors are located in the following areas:

- Lobby
- Meeting Room
- Main Hall

4. FIRE FIGHTING EQUIPMENT

Firefighting equipment to be placed in appropriate places within the Village Hall, according to the particular fire risk posed. (e.g. Fire Blanket in the kitchen). All firefighting equipment should be visually checked at least monthly and should be serviced and maintained on an annually by a recognised contractor, and the results recorded. Any extinguisher that has been discharged / damaged must be replaced immediately by the recognised contractor.

The fire fighting equipment is located in the following areas:

- Lobby – Foam Extinguisher
- Main Hall – Foam Extinguisher
- Kitchen – CO2 Extinguisher and Fire Blanket

5. EMERGENCY LIGHTING

All emergency lighting should be checked monthly and should be serviced and maintained annually by a recognised contractor, and the results recorded.

Emergency lighting is situated:

- in the Lobby
- in the Main Hall
- in the Kitchen
- Above all exits

6. ESCAPE ROUTES AND EXITS

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

7. 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 should be tested annually by a recognised contractor, and the results recorded.

8. SIGNAGE & ASSEMBLY POINT

Details of escape routes; evacuation procedures and assembly points should be recorded on the "Fire Action Notice" displayed adjacent to call point positions. All fire exit signage MUST include a pictogram, i.e. the "running man".

The Fire Safety Co-ordinator should designate a safe assembly point to be used in the event of an evacuation. All Hall users' & visitors are made aware of its location which should clearly be indicated on the Fire Action Notice

9. FIRE SAFETY INSPECTIONS

The Fire Safety Co-ordinator will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment.

- All firefighting equipment is present and serviceable
- all fire routes and exits are free from obstruction
- all emergency lighting and smoke detectors are working;
- any flammable liquids are correctly stored; and
- there is no accumulation of rubbish within or near the building to create a fire hazard. The results of these fire safety inspections should be recorded.

10. FIRE RISK ASSESSMENTS

A Fire Risk Assessment will be undertaken on an annual basis by the Fire Safety Co-ordinator, and the results recorded. An agenda item should be added to the next Village Hall Meeting if any new risks are identified

11. 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 Hall lobby.

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 at Swanton Novers Village Hall during your hire of the Hall.

Please read and become familiar with these instructions.

Your responsibility is the safety of all those who are attending your function.

BEFORE YOUR EVENT STARTS:

- Check that the Village Hall Fire Exit lights are working.
- Check that all Fire Exit routes remain clear of any obstructions
- Ensure that you know where the Fire Extinguishers are located.
- 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.
- Advise all Attendees of the Fire Exit routes, and the Assembly Point, which is on the playground.

DURING YOUR EVENT:

- Be aware of the number of attendees who are at your event.
- Ensure that the Fire Exit routes do not become obstructed.
- Ensure that emergency services vehicles have a clear access route to the carpark.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (eg. 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:

- Use one of the Break Glass points to raise the alarm. These are located by the front door, in the kitchen next to the exit door and in the main hall next to the patio doors.
- Advise all attendees to evacuate the building in an orderly manner using the nearest exit.
- Ensure that all rooms including toilets are checked if it safe to do so, to make sure no one is left behind.

- Give assistance to anyone who may have mobility issues.
- Direct everyone to the Fire Assembly Point which is situated in the playground.
- **Do not** attempt to tackle a fire unless trained and confidant to do so.
- If it is safe to do so switch off all electrical appliances.

Call THE FIRE BRIGADE - DIAL 999 and give the address:

Swanton Novers Village Hall

St Giles Road

NR24 2RB

- 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 area around the Village Hall is clear for emergency service vehicles.
- **Do not** allow anyone to re-enter the Village Hall until told it is safe to do.
- Contact one of the following Committee members:

Delwyn Tilke – Fire Safety Co-ordinator	01263 862645
Gerard Eaton – Chairman	01263 862981
Chris Armstrong – Secretary	01263 86057