



## **Kings Bromley Village Hall**

(Registered Charity Number 522683)

# **Fire Safety Policy**

Kings Bromley Village Hall is a registered charity with trustees responsible for its management.

Kings Bromley Village Hall Committee is responsible for the day-to-day management of the Village Hall. The Kings Bromley Village Hall Committee (KBVHC) is comprised of elected members, and members who represent some of the regular hirers of the Hall.

The KBVHC is responsible for 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 and the building:**

### **1. FIRE SAFETY CO-ORDINATOR**

The committee will appoint one of its members to act as the Village Hall's Fire Safety Coordinator.

### **2. FIRE SAFETY RECORDS**

All relevant Fire Safety records detailing the Fire Risk Assessments, fire fighting equipment checks etc, will be maintained by the Fire Safety Co-ordinator.

### **3. ESCAPE ROUTES AND EXITS**

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

### **4. EMERGENCY LIGHTING**

All emergency lighting will be visually checked on a regular basis by the Fire Safety Coordinator and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

### **5. FIRE FIGHTING EQUIPMENT**

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

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## **6. 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 KBVHMC will be tested annually by a recognised contractor, and the results recorded.

The Village Hall's boiler will be serviced annually by a recognised contractor, and the results recorded.

## **7. 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. The Committee will recommend that all regular Hirer's of the Hall should conduct formal fire evacuation drills for their event attendees.

## **8. 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 fire fighting equipment is present and serviceable;
- 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.

## **9. FIRE RISK ASSESSMENTS**

The Kings Bromley 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 Committee Meetings, to ensure that additional Fire Risk Assessment reviews are 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.

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# Appendix 1. FIRE Safety Guidance and Emergency Plan for Hirers

## Safety Guidance

**YOU, THE HIRER is the ‘*RESPONSIBLE PERSON*’ in the event of a Fire or an Emergency within Kings Bromley Village Hall during your hire of the Village Hall.**

At all times Kings Bromley Village Hall is in use, the ‘*RESPONSIBLE PERSON*’ must be in charge, and ready to take control of any incident. The ‘Responsible Person’ must have a charged mobile phone with them when in the Hall.

**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’ lights are working;
- 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 look safe to use;
- Check that no balloons or other decorations have been hung within the Village Hall so that they could fall down and obstruct a Fire Exit.
- Inform all of your Attendees of the Village Hall’s ‘Fire Exit’ routes, and the ‘Assembly Point’ in the carpark, in the event of a fire or an emergency.
- Ensure the front door is not locked during your event.

### 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 Halls’ main entrance, so that wheelchair users 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 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 regarding any smells of burning, or a gradual build-up of smoke.
- Ensure all fire doors are closed during your event

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## Emergency Plan

### In the Event of a Fire or some other emergency: **Take Command!**

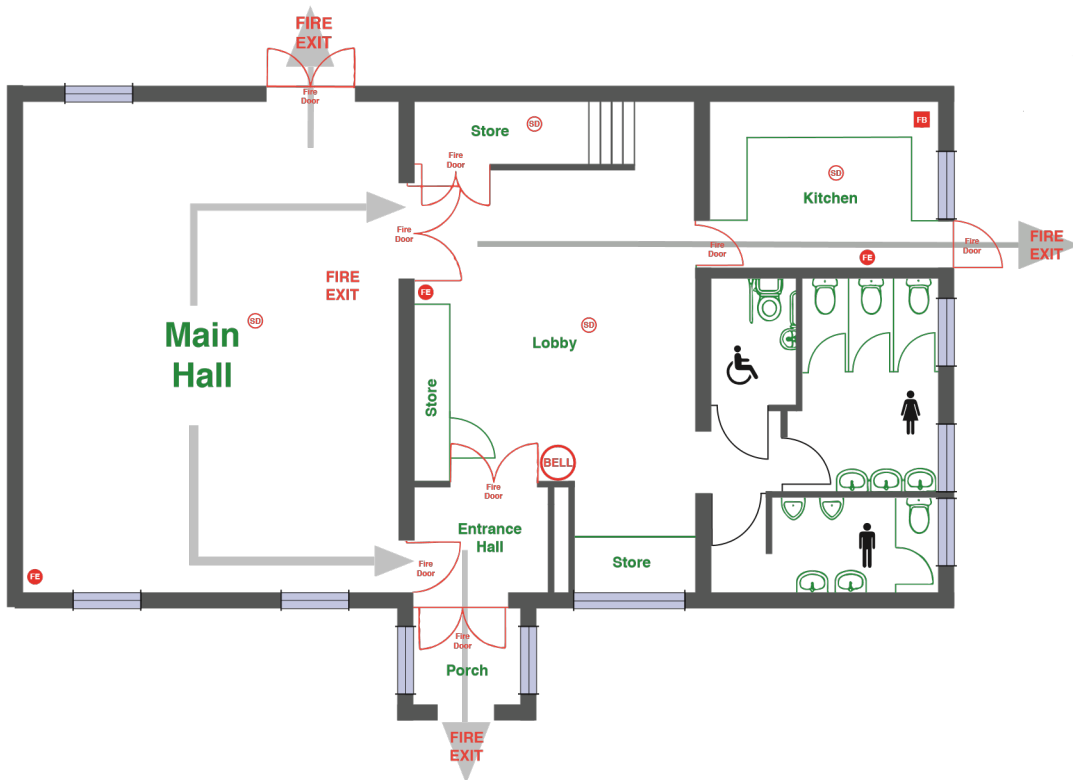
- Give loud and clear instructions;
- Tell everybody to:
  - immediately evacuate the building using the nearest available exit; and
  - **gather at the 'Assembly Point'**, i.e. in the carpark, and to wait for you;
- Start the Village Hall Alarm – by using the manual red fire bell located in the lobby
- Call **THE FIRE BRIGADE - DIAL 999** and **give this address:**  
  
**KINGS BROMLEY VILLAGE HALL, Alrewas Road,  
Kings Bromley, Burton on Trent, Staffordshire. DE13 7HW.**
- Check every Village Hall room that it is safe to enter, before you check and ensure that everyone has left the Village Hall;
- 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 road and the area around the Village 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 Kings Bromley Village Hall Management Committee on one of the telephone numbers shown below:





Chairperson:	<b>Julie Bamber</b>	<b>07739 884737</b>
Secretary:	<b>Tracy Allanson-Smith</b>	<b>07715678905</b>
Treasurer:	<b>Helen Coulborn</b>	<b>07949 607155</b>

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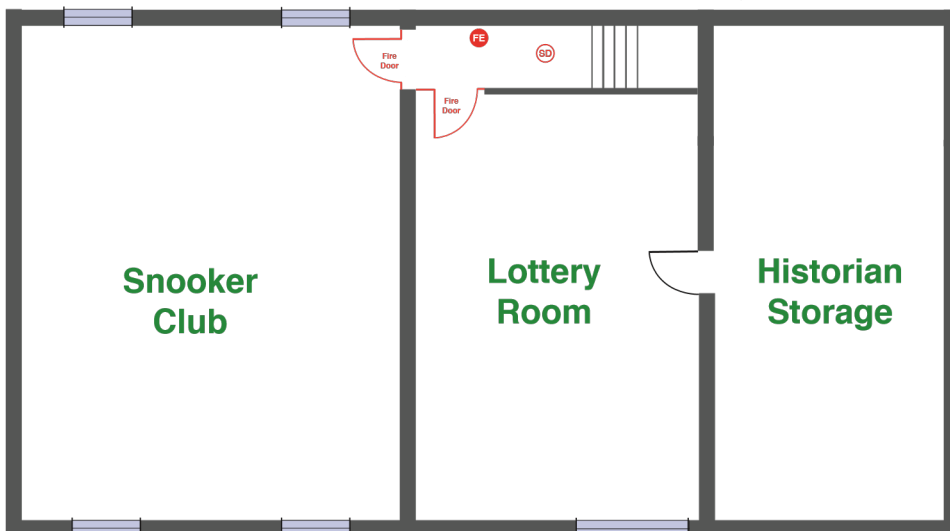
### **Kings Bromley Village Hall**

# FIRST FLOOR



KEY:	
	FIRE EXTINGUISHER
	SMOKE DETECTOR
	FIRE BLANKET
	MANUAL FIRE BELL

# SECOND FLOOR



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