

HINDERCLAY VILLAGE HALL

FIRE SAFETY POLICY

Fire safety is one of many safety issues Hinderclay Village Hall Committee (the Committee) must address to minimise the risk of injury or death to Trustees, Volunteers or the public. Government Guidance can be viewed at the following link: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly/fire-safety-risk-assessment-small-and-medium-places-of-assembly-accessible>

The Fire Safety Order (the Order) replaces previous legislation and requires the Committee to carry out a fire risk assessment and keep it up to date to ensure that all the fire precautions in Hinderclay Village Hall (the premises) remain current and adequate. The responsibility for complying with the fire safety duties rests with the Committee.

The local Fire and Rescue Service is the enforcing authority and will have the power to inspect premises to check compliance with duties under the Order. They will look for evidence that a suitable fire risk assessment has been carried out and that significant findings have been acted upon.

Where premises have been subject to the Fire Precautions Act and have previously been assessed by the Fire and Rescue Service to satisfy the guidance that was then current, it is likely that the premises already conforms to many of the recommendations of the Order providing a fire risk assessment has been undertaken.

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur, they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in the premises is able to escape to a place of total safety easily and quickly.

The risk assessment that must be carried out will help ensure that fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

The Committee must ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair. Consideration must be given to the presence of any dangerous substances and the risk this presents from fire.

Premises or structures hired as an empty and unsupervised facility (e.g. village halls, temporary structures and marquees), need to establish as part of the contract of hire, the fire safety responsibilities of those hiring the building or structure (and, therefore, in charge of the activities conducted within the building or structure), and those of the Committee.

It should be made clear to the hirer, their legal duties and where necessary the hirer will need to take account of their own lack of familiarity with the layout of the premises and the fire safety provisions.

The Fire Risk Assessment should be an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- To identify the fire hazards (anything that has the potential to cause harm).
- To reduce the risk (the chance of that harm occurring) of those hazards causing harm to as low as reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

It is important that the Fire Risk Assessment is carried out in a practical and systematic way and must take the whole of the premises into account, including outdoor locations and any rooms and areas that are rarely used.

The Fire Risk Assessment should demonstrate that, as far as is reasonable, the needs of all relevant people, including disabled people are considered.

Fire Safety Risk Assessment – 5 Steps

1. Identify fire hazards
 - Sources of ignition
 - Sources of fuel
 - Sources of oxygen
2. Identify people at risk
 - People in and around the premises
 - People especially at risk
3. Evaluate, remove, reduce and protect from risk
 - Evaluate the risk of fire occurring
 - Evaluate the risk to people from fire
 - Remove or reduce fire hazards
 - Remove or reduce the risks to people:
 - Detection and warning
 - Fire-fighting equipment
 - Escape routes
 - Lighting
 - Signs and notices
 - Maintenance
4. Record, plan, inform, instruct and train
 - Record significant findings and action taken
 - Prepare an emergency plan
 - Inform and instruct relevant people: co-operate and co-ordinate with others
 - Provide training
5. Review
 - Keep assessment under review and revise where necessary

Testing and Maintenance

Any existing equipment, devices or facilities that are provided in the premises for the safety of people, such as fire alarms, fire extinguishers, lighting, signs, fire exits and fire doors, must be kept in effective working order and separating elements designed to prevent fire and smoke entering escape routes must be maintained.

Regular checks, periodic servicing and maintenance must be carried out whatever the size of the premises and any defects put right as quickly as possible.

Certain checks and routine maintenance work can be carried out by the Committee. Further maintenance may need to be carried out by a competent service engineer. Where contractors are used, third party certification is one method where a reasonable assurance of quality of work and competence can be achieved.

When the premises is hired, the Committee retains overall responsibility. However, some of the checking responsibilities shall be passed to the hirer under their hiring agreement to carry out these checks on the day they use the premises.

The Fire Risk Assessment should determine the necessary checks and the appropriate period for checks to be carried out. The Committee shall appoint a **Responsible Person** to carry out weekly and monthly checks as detailed below and keep a log. A **Competent Person** shall carry out the 6 monthly and annual checks as detailed below.

Weekly tests and checks – Carried out by the Responsible Person

- Check the Emergency Lighting - visual
- Check the Firefighting Equipment - visual
- Check the Emergency escape routes are clear of obstruction - visual
- Check the Emergency signage - visual
- Check the Alarm System - 2 call points, alternate weekly (key on kitchen wall)

Monthly tests and checks – Carried out by the Responsible Person

- Check that fire doors are in good working order and closing correctly and that the frames and seals are intact.

Six-monthly tests and checks – Carried out by a Competent person

- Test and maintain the fire-detection and warning system.

Annual tests and checks – Carried out by a Competent person

- Test and maintain the fire-detection and warning system.
- Test and maintain all firefighting equipment

FIRE ACTION PLAN

Emergency Fire Evacuation Procedures

The **Hirer** is the **Responsible Person** in the event of a **Fire** or an **Emergency** within Hinderclay Village Hall during the hire period. The Responsible Person must take charge of any incident arising and manage the safety of those within the Hall at all times during the period of hire.

The Hirer must familiarise themselves with the **Fire Evacuation Procedures** below.

Any person discovering a fire must:

- Raise the Alarm by shouting Fire, Fire, Fire and if possible, break the glass in the fire alarms situated next to all exits.
- Dial 999 to call the Fire Service – Hinderclay Village Hall, Bells Lane, Hinderclay IP22 1HW – What 3 Words – UNLOADS – CABS – FIZZLE.
- If possible, use the appropriate Fire Appliance provided to try to contain or extinguish the fire.
 - FOAM Extinguishers x 2 - in Main Hall and Entrance Hall – use on liquid fires and electrical (not metal fires)
 - CO2 Extinguishers x 2 - in Kitchen and Room to right of Stage – use on electrical and liquid fires (not metal fires)
 - Fire Blanket x 1 - in Kitchen – use to smother flames on people, pans and bins.

On Hearing the Alarm Raised

- Leave the building via the nearest exit – Main Entrance, Fire Doors in Main Hall and Room to right of Stage. Assemble in the Car Park and/or the Playing Field away from the building.
- The Responsible Person should monitor safe, orderly evacuation and ensure all visitors are accounted for at the Assembly Points.
- Doors should be closed once safe evacuation has occurred and all visitors accounted for.
- The Responsible Person to report to the Fire Service immediately upon their arrival.

When Evacuating the Building

- Do not stop to collect belongings.
- Proceed in a safe and orderly manner.
- DO NOT RETURN to the building until you are advised that it is safe to do so.
- Defibrillator located on outside wall of Village Hall to left of main entrance.

