



**Adopted on June 17<sup>th</sup> 2019**

## **Fernwood Village Hall Fire Safety Policy**

This policy applies to all users, hirers, contractors and sub-contractors of Fernwood Village Hall.

### **Responsibilities of the Village Hall Management Group (VHMG)**

1. The VHMG is responsible for all fire safety at the hall in line with the Regulatory Reform (Fire Safety) Order, 2005. The group conducts/commissions fire risk assessments and takes necessary steps to reduce the risk of fire to being as low as possible.
2. The VHMG will receive advice and support from companies who service and maintain the fire systems within the hall and take all preventative measures required following assessments.
3. The VHMG has the responsibility to ensure that all users and hirers of the hall are aware of the Fernwood Village Hall Emergency Plan and that each user ensures that someone is responsible for fire safety at each hire event. For larger events several people will need to be appointed to ensure that emergencies can be dealt with effectively.
4. The VHMG will ensure all users are provided with written instructions as to how to comply with fire safety including procedures. A signed copy of these instructions is held by the Parish Council and forms part of our hire agreement.
5. The VHMG will ensure that all firefighting equipment is maintained and serviced and remains in position to be used if required.
6. The VHMG will ensure that electrical testing (annual PAT test and 5-year electrical testing) and annual servicing and maintenance of heating, emergency lighting and fire alarms are completed.
7. The VHMG will ensure that the fire alarm is tested on a weekly basis and annual risk assessments are completed with findings documented and actions taken to rectify any issues raised.
8. The VHMG ensure that new Councillors and Staff are made aware of the fire procedures, means and direction of evacuation and location of fire exit doors.
9. The VHMG will ensure that all Councillors and Staff are aware of their responsibility for reporting any obstructions to the fire doors or fire evacuation points.

## Regular Users

All user groups are responsible for understanding how to handle fire equipment in place at the hall, practising and promoting fire prevention and knowing the right actions to take if a fire breaks out at the hall or smoke is detected. All need to be familiar with the evacuation process and escape routes appropriate to their location and should practise these evacuation processes on a regular basis.

The VHMG will reissue the fire safety policy and emergency plan once a year to remind users of the policy and what to do in the event of a fire.

### Instructions for any users of the hall in the event of a fire

1. Ensure that the fire alarm has been sounded by breaking the glass of the nearest fire alarm sounding point.
2. Contact the fire brigade by dialling 999. There is not a phone at the Village Hall so a mobile will need to be used or raise the alarm via a local business or resident.
3. Ensure that anyone using the hall at the time is aware of the emergency.
4. Ensure that everyone leaves the hall in a timely manner by the nearest available exit (not collecting personal belongings on the way) and that the doors are closed once everyone has evacuated the building.
5. Ensure that no-one remains in the building and that everyone is accounted for at the agreed assembly point (*the carpark outside of Fernwood Day Nursery or the notice board near the bottle banks*).
6. The person responsible for the event/group needs to liaise with the fire brigade and notify them of the circumstances around the fire and of anyone who cannot be accounted for.
7. The person responsible for the event/group needs to notify the Parish Council of the emergency as soon as is reasonably possible: Caretaker 07920124745 or Emergency Contact 07919893589