

# FELPHAM MEMORIAL VILLAGE HALL – FIRE SAFETY POLICY

Felpham Memorial Village Hall – Fire Safety Policy is the responsibilities of the Trustees

Felpham Memorial Village Hall (FMVH) is a registered charity (under number **305367**), and the trustees and working committee are responsible for the day-to-day management of the Village Hall.

The trustees are responsible for the implementation of this Fire Safety Policy. The FMVH Trustees will implement the following to ensure the fire safety of all users of the Village Hall and the Building:

## FIRE SAFETY CO-ORDINATOR

FMVH will appoint one of its trustees to act as the Village Hall's Fire Safety Co-ordinator. This person will oversee the regular fire safety checks (detailed on items below) which they will sign off the results in the Fire Safety Log Book. The Co-ordinator will monitor that all inspections have been carried out.

The Fire Safety Co-ordinator is the Estate Manager contactable on [estate.felphamvillagehall@gmail.com](mailto:estate.felphamvillagehall@gmail.com)

## FIRE SAFETY LOG BOOKS

All relevant Fire Safety log books detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc, will be maintained by the FMVH Trustees.

## FIRE ALARM SYSTEM

A Fire alarm test will be carried out monthly, and results recorded in a log book. The Fire Alarm system is a wireless linked smoke detectors with system call points.

## FIRE FIGHTING EQUIPMENT

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

## EMERGENCY LIGHTING

All emergency lighting will be visually checked at least on a monthly basis by the FMVH Trustees, and will be tested on an annual basis by the FMVH Trustees, and the results recorded.

**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.

**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.

## FIRE AND EMERGENCY EVACUATION

All users of the Village Hall will be required to familiarise themselves with this 'FIRE Safety Policy, available from our website, and displayed near all exit doors. FMVH Trustees will from time to time conduct formal fire evacuation drills. Responsibilities of the Hirer YOU, THE HIRER are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Felpham Memorial Village Hall during your hire of the Village Hall. At all times Felpham Memorial Village Hall is in use, the 'RESPONSIBLE PERSON' must be in charge, and ready to take control of any incident. Please read and become familiar with these instructions.

## **BEFORE YOUR EVENT STARTS:**

1. Check that all Village Hall 'Fire Exit' routes are not blocked, e.g. by tables, chairs or boxes or cars in the car park.
2. Check that you know where the Village Hall's Fire Extinguishers are stored, and the different uses of the water and CO2 fire extinguishers.
3. 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.
4. Inform all your attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' for your group.
5. Hall users should assemble at the 'Assembly Point' which is by the exit ramp to Vicarage Lane.

## **DURING YOUR EVENT:**

1. Count number of attendees are at your event if possible / practical.
2. Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed.
3. 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.
4. Ensure that no vehicle obstructs the Village Halls' main entrance ramp.
5. Ensure that emergency vehicles have a clear access route to the Village Hall from the street.
6. 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).
7. Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

## **IN THE EVENT OF THE FIRE ALARM SOUNDING:**

1. Take Command.
2. Give loud and clear instructions.
3. Tell everybody to: In an orderly manner immediately evacuate the building using the nearest available exit and give assistance to people with visual or hearing difficulties & wheelchair users as necessary.
4. Gather at the 'Assembly Point'
5. Call THE FIRE BRIGADE - DIAL 999 and give this address: Felpham Memorial Village Hall, 17-19 Vicarage Lane, Felpham Village, West Sussex PO22 7DZ.
6. Check every Village Hall room is safe to enter, to ensure that everyone has left.
7. Fire extinguishers should be used to clear a safe passage to a Fire Exit if needed.
8. Once outside, at the 'Assembly Point', check that everyone is accounted for.
9. Check that the area around the Village Hall is clear for the emergency services vehicles.
10. Do not allow anyone to enter the Village Hall until a fire officer or a trustee tells you it is safe.
11. Ensure a key holder remains available to give the Fire Brigade access if necessary.
12. Contact the Hire Secretary on 07748 739385.

## **DO NOT:**

1. Sit in your car in the car park
2. Delay evacuation by gathering belongings or attempting to complete a task.
3. Return to the Village Hall until either a trustee or a firefighter instructs you to.
4. Silence the alarm system IMPORTANT: - The fire alarm being silenced does not necessarily mean it is safe to return to the Village Hall
5. A full-scale return to the hall should only take place once permission from either the fire brigade or a trustee has been given to the group / activity leader. This policy will be kept under review.