

OXTON VILLAGE HALL

FIRE SAFETY POLICY

Oxton Village Hall is a charity registered with the Charity Commission number 522284 with trustees responsible for its management. The Oxton Village Hall Management Committee (OVHMC) is responsible for the day-to-day management of the Village Hall. OVHMC is comprised of elected members together with nominees representing other organisations within the village.

OVHMC is responsible for the formulation and implementation of this Fire Safety Policy, and will implement the following to protect the fire safety of all users of the Village Hall and of the building:

1. FIRE SAFETY CO-ORDINATOR

OVHMC will appoint one of its members to act as the Village Hall's Fire Safety Marshall.

2. FIRE SAFETY LOG BOOKS

All relevant Fire Safety log books detailing the Hall's Fire Risk Assessment, alarm tests, firefighting equipment and emergency lighting checks etc. will be maintained by the Fire Safety Marshall.

3. ESCAPE ROUTES AND EXITS

All Village Hall escape routes and exits are clearly signed and must be kept free from obstruction 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 Marshall, and will be serviced and maintained annually by a recognised contractor, and the results recorded.

5. FIRE FIGHTING EQUIPMENT

Firefighting equipment will be provided in appropriate locations within the Village Hall, according to the particular fire risk posed (e.g. fire blanket in kitchen). All firefighting equipment will be visually checked on a regular basis by the Fire Safety Marshall, and will be serviced and maintained annually by a recognised contractor, and the results recorded.

6. ELECTRICAL SYSTEM AND APPLIANCES

The Village Hall electrical installation and wiring will be inspected every five (5) years by a recognised contractor, and the results recorded.

All portable electrical appliances provided by OVHMC will be tested annually by a recognised contractor, and the results recorded. Hirers of the Village Hall are reminded that they are exclusively responsible to ensure that any electrical appliances brought by them or by their attendees to the Village Hall and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation.

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

7. FIRE AND EMERGENCY EVACUATION

All users of the Village Hall are required to familiarise themselves with the "OXTON VILLAGE HALL - PLAN FOR PREMISES LICENCE AND FIRE EVACUATION" attached as Appendix 1 to this Policy and displayed on the Hall's Notice Board.

Additionally, the attention of all users is drawn to the OVHMC "FIRE SAFETY AND EVACUATION PROCEDURES" document which is attached as Appendix 2 to this Policy.

OVHMC recommend that all Hirers of the Hall shall conduct fire evacuation drills for persons attending their event.

8. FIRE SAFETY INSPECTIONS

The Fire Safety Marshall will be responsible for conducting regular visual inspections of the Village Hall and all of its fire safety equipment and will record such inspections, together with their dates and results, in the Fire Safety Log Book.

Inspections should ensure, as a minimum, that

- all fire escape 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,
- there is no accumulation of rubbish or other material within or near to the building which may create a fire hazard.

9. FIRE RISK ASSESSMENTS

OVHMC have resolved that the Oxton Village Hall Fire Risk Assessment shall be subject of a full review to be carried out by a competent person annually, and the results shall be recorded.

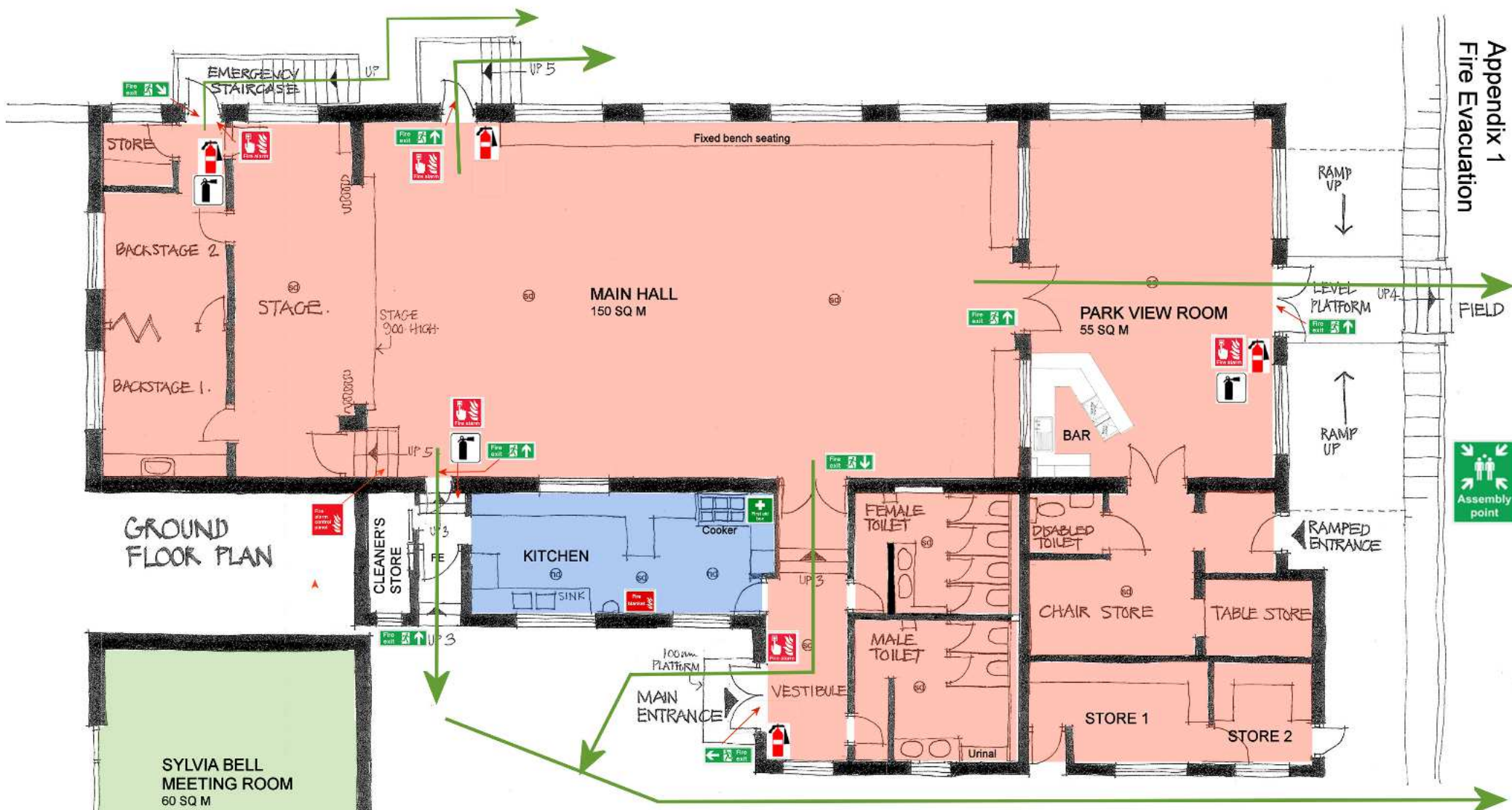
Fire Safety shall be a Standing Agenda item at all regular meetings of the OVHMC to ensure that any additional reviews of the Fire Risk Assessment may be undertaken without delay as may, for example, be the case if there are alterations to the building or novel activities of hirers.

APPENDIX 1

OXTON VILLAGE HALL plan for Premises Licence and Fire Evacuation

APPENDIX 2

FIRE SAFETY AND EVACUATION PROCEDURES



GROUND FLOOR PLAN

LOWER GROUND FLOOR PLAN

FIRE ZONES

Zone 1 (Hall+)	
Zone 2 (Kitchen)	
Zone 3 (Sylvia Bell)	

KEY TO DRAWING SYMBOLS

	CO2 extinguisher		Assembly point		Call point
	9L Water extinguisher		Fire Exit Route		Fire Alarm Panel
	Fire Exit		Fire blanket		Fire Alarm Call point
	Smoke detector		First Aid Box		
	Heat Detector				

**OXTON VILLAGE HALL -
PLAN FOR PREMISES LICENCE AND FIRE EVACUATION**

SCALE 1:100 @A3
REVISION E: 31MAY 2021

APPENDIX 2

FIRE SAFETY AND EVACUATION PROCEDURES

NOTICE TO HIRERS

1. The Responsible Person for the purposes of the Regulatory Reform (Fire Safety) Order 2005 is The Oxton Village Hall Management Committee. The persons referred to in this Notice are the Caretaker and Booking Clerk, Mr Joe Wilson (07941 125358) who also, for practical purposes, act as the Fire Safety Marshall.
2. The Hirer shall comply with all conditions and regulations governing the Hall made by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment and other obligations from time to time in force, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children.
3. The Hirer acknowledges they have received advice or instruction in respect of the following:
 - The action to be taken in the event of fire. This includes calling the Fire Service and evacuation of the Hall;
 - The location and use of fire equipment. See the diagram displayed in the Hall and copy attached.
 - Escape routes and the necessity to keep them clear and unobstructed at all times;
 - Method of operation of escape door openings
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of the outbreak of a fire.
4. In advance of an entertainment or play the Hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order;
 - That all escape routes are free of obstruction and can be safely used;
 - That any fire doors are not wedged open;
 - That exit signs are illuminated;
 - That there is no obvious fire hazard on the premises.
5. **Means of escape**
All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
6. **Outbreaks of fire**
The Fire Service shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Caretaker/ Fire Safety Marshall.
7. **Electrical appliance safety**
The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and any subsequent legislation.

NOTICE TO BE COMMUNICATED BY THE HIRER TO USERS

As the Hirer of Oxton Village Hall you must draw to the attention of those using the hall during your period of hire the action which must be taken in the event of a fire emergency by reading aloud the appropriate statement (below) at the start of the function

Main Hall, Kitchen & Bar/ Park View Room: Anyone discovering a fire should press a call point button found adjacent to the emergency exits. On hearing the alarm you should immediately leave the hall by the nearest exit and assemble on the playing field, which is to the rear of the building.

As well as the normal exits there are emergency exits, situated to the right of the stage, to the rear of the bar and from the dressing room behind the stage. Please keep these free from obstruction at all times.

The most suitable exit for wheelchairs is to the rear of the Park View Room. Please assist anyone with you who has impaired hearing, sight or mobility as most of the exits have steps leading from the premises

Sylvia Bell meeting room: In the event of a fire or upon hearing the Emergency Alarm you should immediately leave the room by the nearest exit and assemble on the playing field, which is to the rear of the building. There is an alarm call point beside the emergency exit.

As well as the normal exit, there is an emergency exit to the left of the main window. Please keep this free from obstruction at all times.

In the event of a fire, or upon the sounding of the alarm, evacuate the premises, ensure that everyone has left (check the toilets), call the Fire & Rescue Service (by calling 999), and notify them, on arrival, whether or not there is anybody left in the building.

The location of fire extinguishers is shown on the plan of the hall (which is displayed on the notice boards) and is as follows

1. **Water Fire Extinguishers** are located:
 - In the main entrance to the left of the entrance door
 - Beside the emergency exit from the dressing room backstage
 - In the main hall to the left of the emergency exit below the stage on the right
 - In the Bar/Park View Room to the right of the double doors leading outside
 - In the Sylvia Bell meeting room to the right of the sink unit
2. **CO2 Extinguishers** (for electrical fires) are located:
 - On the right hand side of the steps leading from the kitchen to the main hall
 - Beside the emergency exit from the dressing room backstage
 - In the Bar/Park View Room to the right of the double doors leading outside
 - In the Sylvia Bell meeting room to the right of the sink unit.
3. There is a **fire blanket** in the kitchen on the wall between the windows

You should keep free a route through the car park to the building for use by a fire appliance in the event of an emergency

For minor accidents, there is a First Aid box in the kitchen to the right of the cooker. These, and other accidents, whether they require treatment or not, must be recorded in the accident book located in the same place

Please notify the Caretaker as soon as possible of any use (accidental or otherwise) of any safety equipment or the First Aid box.