

# FIRE SAFETY POLICY

## Responsibilities for the Management Committee

Abbotskerswell Village Hall is a registered charity with trustees responsible for its management. The Abbotskerswell Village Hall Trustees (AVHT) are responsible for the day-to-day management of the Village Hall. The AVHT is comprised of elected members. The AVHT are responsible for the implementation of this Fire Safety Policy.

**The AVHT will implement the following to ensure the fire safety of all users of the Village Hall and the Building:**

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

AVHT will appoint one of its members to act as the Village Hall's Fire Safety Co-ordinator. This person will co-ordinate a Rota for AVHT for regular Fire safety checks (detailed on items below) which they will sign off the results in the Fire safety Logbook. The Co-ordinator will monitor that all inspections have been carried out.

### **2. FIRE SAFETY LOGBOOKS**

All relevant Fire Safety logbooks detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc, will be maintained by the AVHT.

### **3. FIRE ALARM SYSTEM**

Fire alarm test carried out weekly following guidance notes provided by Fire Alarm panel and results recorded in logbook. Fire Alarm system maintained yearly by recognised contractor.

### **4. SMOKE DETECTORS**

Smoke detectors tested monthly following guidance notes provided by Fire Alarm panel and results recorded in logbook. Date of detectors check for expiry dates.

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

Firefighting equipment will provide in appropriate places within the Village Hall, according to the particular fire risk posed (e.g., Fire Blanket within the kitchen). All firefighting equipment will be visually checked at least monthly by the AVHT 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.

### **6. EMERGENCY LIGHTING**

All emergency lighting will be visually checked at least monthly by the AVHT and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

### **7. ESCAPE ROUTES AND EXITS**

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

## **8. 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 AVHT will be tested bi-annually by a recognised contractor, and the results recorded. The Village Hall's Water Heaters will be serviced annually by a recognised contractor, and the results recorded.

## **9. SIGNAGE & ASSEMBLY POINT**

Details of escape routes; evacuation procedures and assembly points should be recorded on the "Fire Action Notice" displayed adjacent to call point positions. All fire exit signage MUST include a pictogram, i.e., the "running man". The Fire Safety Co-ordinator should designate a safe assembly point to be used in the event of an evacuation. All Hall users' & visitors are made aware of its location which should clearly be indicated on the Fire Action Notice

## **10. FIRE SAFETY INSPECTIONS**

The AVHT will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment.

- All firefighting equipment is present and serviceable be in a floor stand or wall mounted and not used as a "door stop".
- all fire routes and exits are free from obstruction.
- all fire doors a kept shut when not in use and not propped open, vision panels must never be obstructed.
- all emergency lighting and smoke detectors are working.
- 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.

## **11. FIRE RISK ASSESSMENTS**

The Abbotskerswell 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 AVHT Meetings, to ensure that additional Fire Risk Assessment reviews may be 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.

## **12. 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 which is ALSO displayed on the Hall's Notice Board within the Hall lobby.

AVHT will recommend that all regular Hirer's of the Hall should conduct formal fire evacuation drills for their event attendees.