

Bramshaw Village Hall

FIRE MANAGEMENT POLICY 2023

1. Guidance for Hirers

In the event of a fire:

Raise the Alarm

Activate the fire alarm by pressing the Break Glass alarm button at the nearest Fire Point.
Shout loudly and clearly “Fire – Fire – Fire”.

Call the fire brigade

Dial 999 and ask for the Fire service
Give the location as Bramshaw Village Hall, SO43 7JE

Leave building by the nearest exit

Exit the Hall and make your way to the Fire Assembly Point.
Account for all persons that were in the Hall at the time of the fire alarm being raised.

Only try to fight the fire if you feel comfortable you can do so without endangering yourself or others.

Exit routes and the locations of fire extinguishers are shown on the plan below. Please familiarise yourself with the most appropriate exit route(s) for the space you are using, and the relevant fire extinguishers.

If you notice any defective equipment, or have questions or suggestions relating to fire safety at the hall, please contact a Trustee. Contact numbers are displayed on the noticeboard in the main entrance lobby.

FIRE EXITS:

From the Main Hall:

South exit via lobby to Car Park
West wall Fire exit to Lawn
via Meeting room (also known as Committee room) to Fire exit on North wall

From the Lobby:

Through Main entrance on East wall to Car Park
Through alternate entrance on South wall

From the Tango room:

Through entrance into lobby
Via alternate Fire exit on west wall

From the Community Room:

Via the main entrance

From the Meeting room (Committee Room)

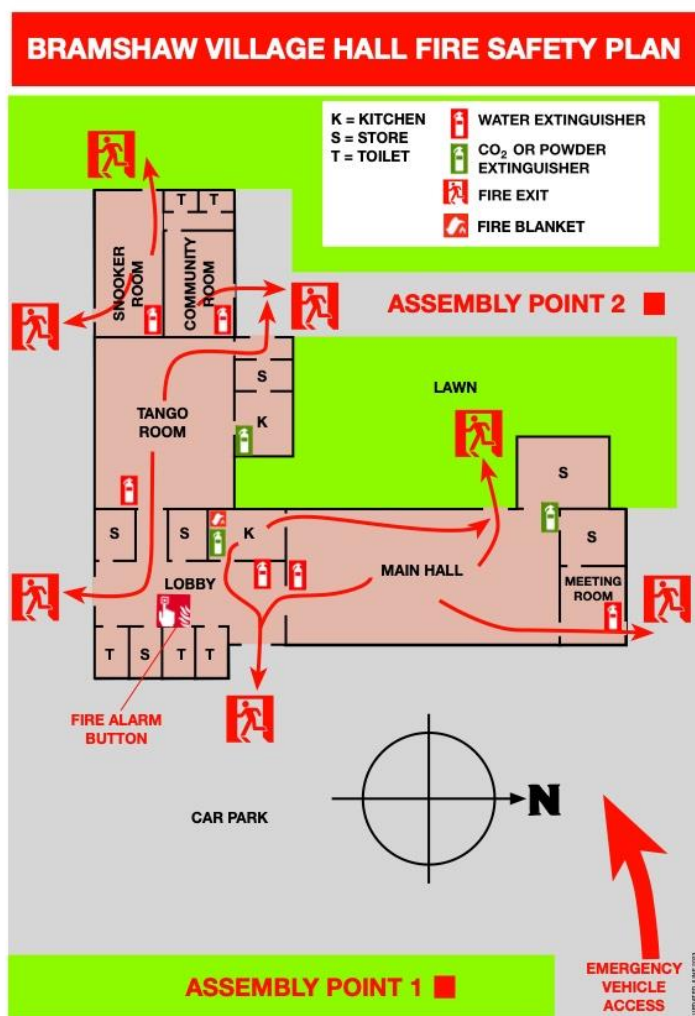
Via Fire exit on North wall

From the Snooker Room

Via entrance door on South wall to car park
Via Fire exit on West wall in rear lobby

There is step free access to the Main Hall and Tango Room via the main lobby, and step free access to the Community Room.

The main entry to the Snooker Room is step free, but via a ramp.



2. Fire Prevention and Mitigation Measures.

This section outlines the measure implemented by the Trustees to minimise the risk and possible consequences of fire at the Bramshaw Village Hall

2.1 All Hirers are made aware of this Policy when booking. It is referenced in the **Conditions of Hire**, and published on the Bramshaw Village Hall website.

2.2 Fire Action Notices are placed in the hall. These are located:

- a) In the Lobby, inside the main entrance on the right-hand side
- b) Inside the Kitchen, above the fire extinguisher which is to the left of the door when entering from the Lobby
- c) In the Main hall, on the right hand side of the double doors when entering from the Lobby, and to the left hand side of the Fire exit to the Lawn
- d) To the left hand side of the South door exit from the Lobby
- e) To the left of the Fire exit door from the Meeting (Committee) Room
- f) To the left of the main door when exiting the Snooker Room to the Car Park
- g) On the lower inside panel of the door into the Community Room

2.3 Fire Fighting Equipment

The following equipment is located around the Hall for use to help extinguish a fire.

- One Class A Water extinguisher in the Main Hall mounted on the wall by main doors (for use on paper, wood and textiles)
- One CO₂ extinguisher in the Main Hall mounted on the wall between the two Store rooms (for use on flammable liquids and electrical fires)
- One Class A Water extinguisher mounted on the wall in the Lobby Entrance (for use on paper, wood and textiles)
- One 2kg dry powder extinguisher in the Kitchen mounted on the wall by the door (for use on flammable liquids and electrical fires)
- One fire blanket in the Kitchen
- One Class A Water extinguisher in the Tango Room mounted on the wall by the entrance doors (for use on paper, wood and textiles)
- One CO₂ extinguisher in the small kitchen off the Tango Room (for use on flammable liquids and electrical fires)
- One Class A Water extinguisher in the Snooker Room (for use on paper, wood and textiles)
- One Class A Water extinguisher in the Community Room (for use on paper, wood and textiles)
- One Class A Water extinguisher in the Meeting (Committee) Room (for use on paper, wood and textiles)

2.4 Routine Maintenance and Checks

- Fire Extinguisher Checks are undertaken annually on a contracted basis by a qualified contractor.
- Smoke Alarm checks are undertaken annually on a contracted basis by a qualified contractor.
- A fire alarm and smoke detection system is installed. The fire alarm system is tested and results recorded regularly.
- Fire exit and emergency lights are installed throughout the Hall to support safe exit from the hall in the event a fire occurs and power is lost. The fire exit sign and emergency lights are tested and results recorded regularly.

- Fire Door opening is tested regularly to ensure that they operate as expected

2.5 Housekeeping

In order to mitigate the risk of fire and fire spreading the following actions are encouraged to be implemented on a day to day basis.

1. Hall in General

All internal doors should be kept closed

Fire exit routes should be kept clear, including exits from all toilets, store rooms and the plant room

2. Car Park

The external space around all Fire exits must be kept clear

The access to the Car Park from Main Road must be kept clear to enable fire appliance access