

# **HOLNE VILLAGE HALL Policy** **FIRE SAFETY**

<b>Version</b>	<b>Date</b>	<b>Author/reviewer</b>	<b>Notes</b>
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## **Introduction**

This Order requires fire precautions to be put in place, fire safety risk assessment and the appointment of a “competent person”. The competent person can also be the whole committee or a single member of the committee, therefore we are covered in this matter.

## **Fire Safety and Evaluation**

Holne village hall is an old building (constructed in the 1800s for use as the village School). It has been slightly modernised in various parts over the years). It is constructed of granite blocks, timber beams and miscellaneous materials.

The design of the hall is such that we have 3 doors leading from the main body of the hall for use as emergency exits. All emergency exit routes are sign posted accordingly. This includes a door leading from the main body of the hall through to the lobby giving a full exit to the exterior, a second door leading from the main body of the hall into the kitchen which, again, has direct access to the outside. The third door is a direct exit to the car park. 2 doors have “slam bars” to release them and 1 door has a hydraulic door closer.

Above the 3 named doors above, there are emergency exit lights which are tested annually.

All emergency exit doors are labelled accordingly.

There is also a sign by each door informing the public of a gathering point away from the hall.

There is one door leading to a store cupboard labelled clearly that no exit is available through this door. This particular cupboard is used for storing tables and general equipment used by various groups within the hall.

It is the responsibility of the hirer of the hall to familiarise themselves with these matters. It is also their responsibility to inform people within the hall of exit points, gathering point, fire extinguishers and general safety measures. This is set out in the hirer agreement which is signed by the hirer prior to the letting of the hall.

It is also the responsibility of the hirer to evaluate an escape plan from the hall regarding persons with disabilities.

Holne Village Hall is a simple design and, after taking advice, it is agreed that we do not need a fire alarm system or sprinkler set up. The normal method of informing people of a fire within the building is to shout "fire" and evacuating the building as fast as possible.

It is also the hirer's responsibility to carry out a "clean sweep" of the building during evacuation but not to put themselves in a dangerous position. The hirer is also responsible for calling the fire brigade immediately therefore the hirer must be in possession of a mobile phone.

Fire fighting equipment is available around the hall which the hirer should make themselves familiar with. This includes fire extinguishers of various types, including CO2, powder and foam, plus a fire extinguisher blanket situation on the wall in the kitchen area.

## **Fire Hazard risk assessment**

### 1. Kitchen

Although fairly obvious, the cooker can be a source of fire ignition, i.e. items such as pans or tea towels left near or on the hob.

Within the kitchen environs there is a carbon monoxide alarm which has been disabled (on purpose) as it serves no use within this kitchen.

There is also central heating boiler (gas fired) which is tested and inspected annually.

### 2. Entrance Lobby and Toilets plus cleaning cupboard

Above the front door there is various electrical equipment together with fuse panels and similar.

These are inspected on a regular basis by a qualified electrician.

Fire needs a source of ignition, fuel and oxygen. Immediately upon entrance to the lobby from the front door we have a "no smoking" sign. There is to be no smoking in the hall at all. The cleaning cupboard is not used for flammable items and is inspected on a regular basis.

### 3. Main body of the building

There is no obvious source of ignition. Hirers need to be aware of their responsibilities.