



WIXFORD VILLAGE HALL

Registered Charity No: 1188301

FIRE SAFETY POLICY AND PROCEDURES

POLICY STATEMENT

The Wixford Village Hall Management Committee (WVHMC) members recognise their responsibility for fire safety in and around the hall.

As part of our Health and Safety measures, volunteers, committee members, hirers, members of the public will be briefed (as required) on fire safety and procedures in the event of a fire.

Wixford Village Hall commits to regular testing and maintenance of fire safety equipment and systems in line with government guidelines and legislation, as set out in this policy document. Wixford Village Hall management committee members will make sure that all hirers of the hall are aware of their responsibilities for Fire Safety.

Construction of the new village hall in Wixford was completed in 2024. The professional project design team and contractor designed and built the hall to conform with the latest building regulations at that time and with particular attention to Part B volume 2 for fire safety.

The WVHMC will implement the following to ensure the fire safety of all users of the Village Hall and the building.

FIRE SAFETY MANAGER

The WVHMC will appoint a responsible person to act as the Village Hall's Fire Safety Manager. This person will be responsible for co-ordinating and overseeing fire related tests and checks to ensure compliance with fire safety legislation.

FIRE SAFETY LOG BOOKS

All relevant fire safety log books detailing fire risk assessments, fire alarm tests, fire extinguisher testing and emergency lighting tests will be maintained by WVHMC.

FIRE ALARM SYSTEM

The fire alarm will be tested weekly and the results recorded in the log book. The fire alarm will be maintained yearly by a registered contractor.

AUTOMATIC FIRE DETECTORS

Smoke and heat detectors will be tested monthly and the results recorded in the log book. The fire detectors will be maintained yearly by a registered contractor.

FIRE FIGHTING EQUIPMENT

Fire fighting equipment will be visually inspected monthly and serviced and maintained on an annual basis by a registered contractor.

EMERGENCY LIGHTING

Emergency lighting will be visually inspected weekly and tested every 6 months and the results recorded in the log book. Emergency lighting will be maintained by a registered contractor.

ELECTRICAL SYSTEMS AND APPLIANCES

The village Hall's electrical wiring installation will be inspected every 5 years by a recognised contractor.

All portable electrical appliances provided by WVHMC will be tested in accordance with current legislation.

The electric boilers in the kitchen and cleaner's room will be serviced annually by a recognised contractor.

FIRE AND EMERGENCY EVACUATION

All users of the Village Hall will be required to familiarise themselves with the 'Fire Safety Guidance and Emergency Plan (appendix 1 of this document) which is also displayed on the notice board in the Village Hall's lobby.

WVHMC recommends that regular hirers of the hall should consider conducting fire drills for their regular attendees.

FIRE SAFETY INSPECTIONS

The fire safety manager will be responsible for conducting and arranging visual inspections of the Village Hall fire safety equipment and outside areas.

These inspections should ensure as a minimum that:

- All escape routes and exits are free from obstruction
- All fire fighting extinguishers and equipment are in their correct locations and serviceable.
- There is no accumulation of rubbish in or around the building that would create a fire hazard

These inspections can be 'ad-hoc' or form part of a programmed equipment inspection or test.

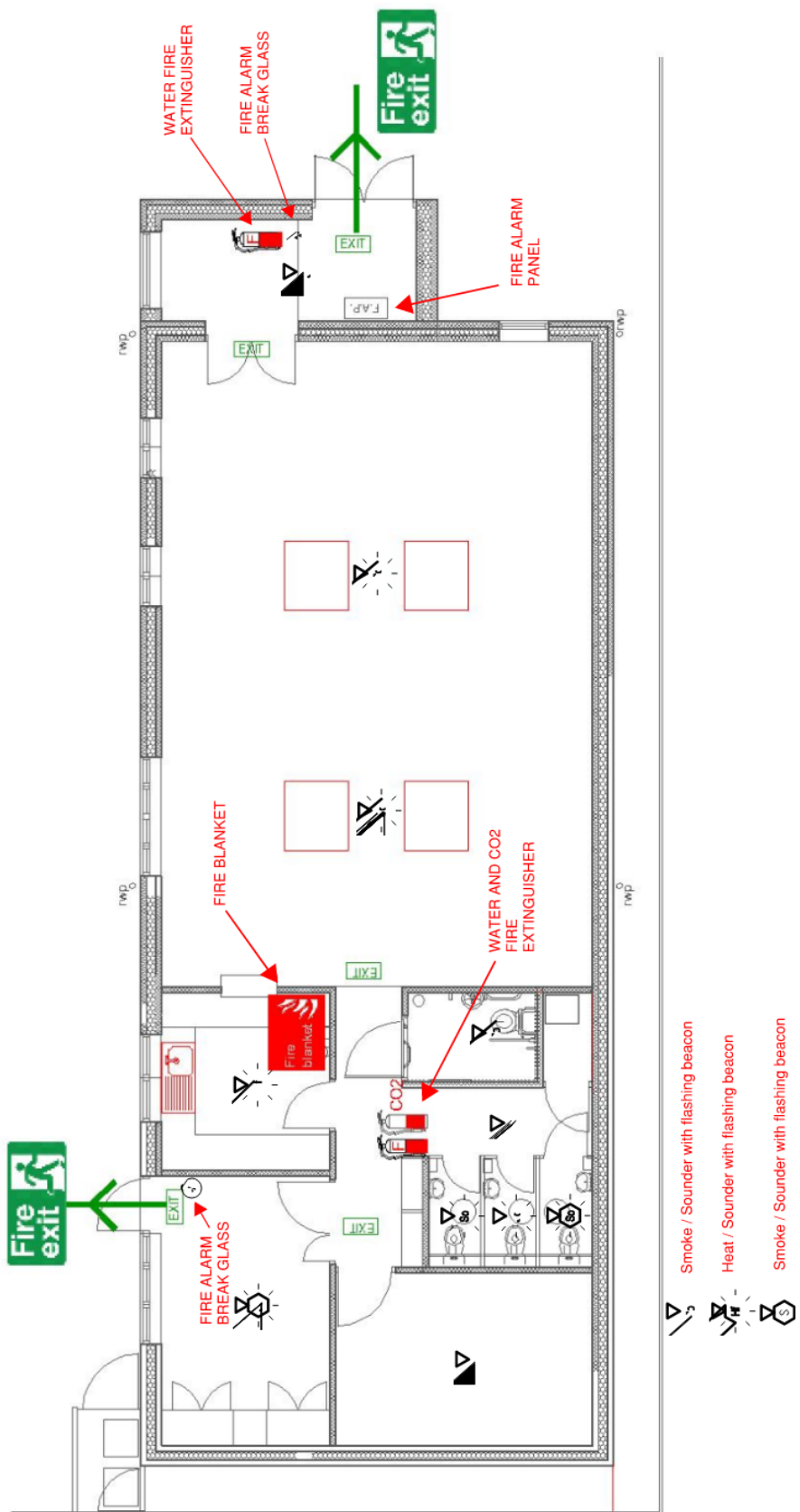
The results of the fire safety inspection should be recorded in the log book.

FIRE RISK ASSESSMENTS

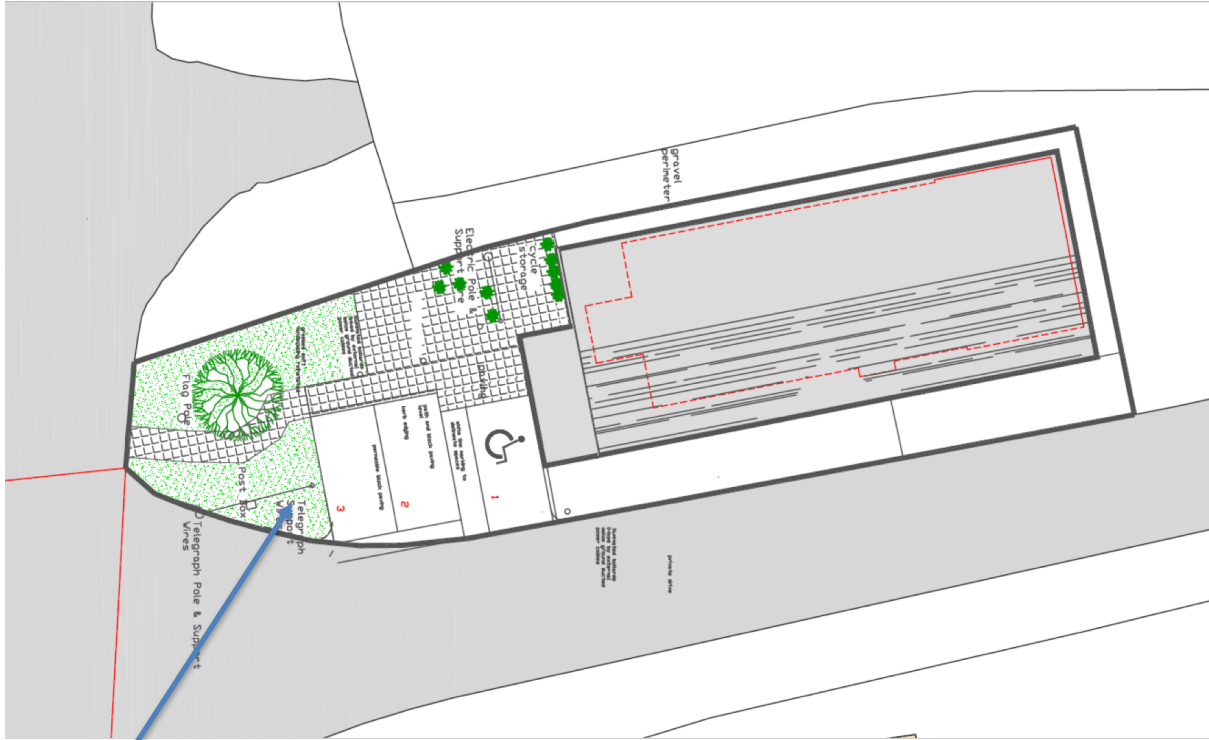
The Village Hall fire risk assessment will be carried out annually by the fire safety manager and the document will be updated as appropriate.

The fire risk assessment will be a standing agenda item at WVHMC meetings to ensure that reviews may be undertaken as soon as possible if any changes are made that may impact upon fire safety such as physical alterations, introduction of new equipment or activities.

PLAN OF THE BUILDING



PLAN OF THE SITE



Evacuation Assembly Point

APPENDIX 1

Fire Safety Guidance and Emergency Plan for Hirers of Wixford Village Hall

YOU, THE HIRER, are the 'RESPONSIBLE PERSON' in the event of a fire or emergency within Wixford Village Hall during your hire of the Village Hall.

At all times Wixford Village Hall is in your hire, the 'RESPONSIBLE PERSON' must be in charge and take control of any incident that may occur.

Please read and become familiar with these instructions

BEFORE YOUR EVENT STARTS:

- Check that all Village Hall fire exit routes and exits doors are not blocked e.g. boxes, pushchairs, tables etc.
- Ensure you know where the fire extinguishers are located.
- Ensure any electrical equipment and leads that have been brought into the Village Hall are safe to use.
- Inform all of your attendees of the emergency exit routes, exit doors and the location of the assembly point which is at the front of the building.
- Inform your attendees that smoking is not allowed anywhere inside or outside the Village Hall grounds. It is a no smoking site.

DURING YOUR EVENT:

- Ensure that escape routes and exit doors do not become blocked or obstructed.
- Ensure that people with mobility issues and any assistants are aware of the easiest exit to leave the building.
- Ensure that vehicles in the car park are not blocking any exit doors.
- Ensure that emergency service vehicles have clear access to the Village Hall.
- Ensure that your attendees do not engage in any activity that is likely to cause a fire.
- Be vigilant regarding any unusual smells or the appearance of any smoke.

Emergency Plan

- In the event of a fire emergency: **TAKE COMMAND!**
- Give loud, clear and confident instructions
- Operate the nearest fire alarm call point (one in the lobby and one in the meeting room)
- Tell everyone to immediately evacuate the building using the nearest exit and gather at the Assembly Point at the front of the building.
- Call the fire brigade, dial 999 and give this address:

**Village Hall
Main Road
Wixford
B49 6DA**

- If you feel confident, use a suitable fire extinguisher to tackle the fire if you can.
- **DO NOT PUT YOURSELF AT RISK**
- Ensure everyone is out of the building and can be accounted for.
- Liaise with the fire officer when they arrive.
- Do not allow anyone to enter the Village Hall until the fire officer tells you it is safe.
- Make contact with a member of the Wixford Village Hall Management on one of the numbers below.

Chris Broadrick – 07737 681234

Martyn Wilkinson – 07733 103004

John Ballard – 07710 319346

Reviewed: July 2024
Next Review: July 2025