

WEST WRATTING VILLAGE HALL MANAGEMENT COMMITTEE

West Wrattling Village Hall Fire Safety Policy

Registered charity number: 273557

Policy Statement

The West Wrattling Village Hall (“WWVH”) Trustees recognise their responsibility for fire safety at and within the vicinity of the hall.

As part of our Health and Safety obligations hirers will be briefed on their responsibilities and the procedures to be used in the event of a fire.

Since WWVH Trustees are generally absent at hirer events we have, in effect, multiple Responsible People (RP) and it is essential that hall users are aware of their responsibilities for Fire Safety. The requirements are detailed on the Booking Form. The WWVH trustee (RP) responsible for bookings will ensure RPs are made aware of their responsibilities as part of their acceptance and signing of the Booking Form. In the event of a fire the hirer, as the RP, takes responsibility for a safe evacuation of the hall; if not the hirer must nominate a named individual to take that responsibility.

WWVH Trustees’ responsibilities

- Have a written fire risk assessment carried out by a named competent person.
- inform the WWVH RP about any changes to the fire risk assessment and processes, update the Booking Form and ensure such changes are communicated to all RPs.
- put in place and maintain appropriate fire safety measures.
- Ensure hirers have access to fire safety instructions via the Booking Form.

Ensure fire safety posters are displayed, exits clearly signed and firefighting equipment is visible.

Fire Risk Assessment

The WWVH Trustees will regularly carry out fire risk assessments of the premises.

Carrying out the assessment

WWVH Trustees will take advice from the local Fire and Rescue Authority / professionals and carry out the fire risk assessment appropriately. The assessment identifies the fire hazards; identifies people at risk; provides an evaluation of risk and steps to minimise it. The Assessment is available for inspection and is reviewed regularly.

The Trustees will take into consideration:

- emergency routes and exits
- fire detection and warning systems
- firefighting equipment
- the removal or safe storage of dangerous substances
- an emergency fire evacuation plan

- the needs of vulnerable people, for example the elderly, young children or those with disabilities

- fire safety training if required

Fire safety and evacuation plan

The Trustees have considered:

- a clear passageway to all escape routes
- clearly marked escape routes that are as short and direct as possible
- enough exits and routes for all people to escape
- emergency doors that open easily
- emergency lighting where needed
- Instructions for hirers on escape routes
- a safe meeting point for all
- people with mobility needs

Fire detection and warning systems

WWVH has a fire detection and warning system.

Maintenance and testing

WWVH Trustees will carry out regular checks and tests to make sure that:

- all fire alarm and lighting systems are working
- any faults in systems and equipment are recorded and subsequently rectified
- all escape routes are clear, and the floor is in good condition
- all fire escapes can be opened easily
- fire exit signs are in the right place
- a logbook is maintained detailing all regular testing of the fire alarm systems

Applicable Documents

West Wrating Village Hall Fire Safety Policy (this document) 26/04/2024 available on the village hall website

FlameSkill fire risk assessment dated 10/09/2018 as updated by remedial work (document available)

FlameSkill remedial work 27th March 2019 (document available)

Booking Form/Hire Agreement dated May 2024 available on the village hall website

Alarm testing logbook (document available)

Review

This Adults at Risk and Child Protection Policy is reviewed annually by the West Wrattling Village Hall Management Committee at its Annual General Meeting held in December each year.

Date of last review: May 2024

Date of next review: December 2024