

UPHILL VILLAGE VICTORY HALL

Fire Safety Policy

1. Fire Safety Policy

1.1 To make the Hall as safe as possible from the risk of fire.

1.2 To have a robust action plan to enable safe evacuation of all occupants in the event of a fire.

1.3 To implement fire safety training.

1.4 To ensure the Hall is compliant with the Regulatory Reform (Fire Safety) Order 2005

2. Fire Emergency Action Plan

2.1 If a fire is discovered the following action should be taken:

- Raise the alarm
- Leave the building by the nearest safe emergency exit
- Do not stop for personal belongings
- Go to the assembly points in Car Park
- Call the Fire Service on 999
- Contact the Hall's emergency contact number
- **Do not take risks**
- Do not re-enter the building unless authorised to do so

2.2 If the alarm sounds the following action should be taken:

- Leave the building by the nearest safe emergency exit
- Go to the assembly point at Car Park
- Do not stop for personal belongings
- **Do not take risks**
- Do not re-enter the building unless authorised to do so

3. Implementation

3.1 Raising the Alarm

The premises are protected by an automatic fire detection system. The fire detection system has two Zones:

- Zone 1: Main Hall, kitchen, stage and main toilets where smoke fire detector alarms are fitted.
- Zone 2: Small hall, kitchen and toilets where smoke fire detector alarms are fitted

A control panel is located by the Hall's main vestibule.

There are fire alarm activation buttons by the all exits.

The automatic fire detection system will be tested regularly

3.2 Emergency Exits

There are 4 emergency exits identified by appropriate signage.

Exits should be kept free from obstructions and doors should not be wedged open. Prior to all events/classes the Hirer must check that exits are unobstructed, unlocked and functioning as intended.

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3.3 Maximum Capacity

The maximum number of people allowed in the Main Hall (Hall stage and kitchen) at any one time is 120 when standing. If seated the maximum number of people in the Hall at any one time is 100.

The maximum number of people allowed in the Small Hall (Hall and kitchen) at any one time is 30.

However different configurations of the furniture will reduce the number of people allowed in the Hall. It is the responsibility of the event organiser to ensure that the maximum number of people is not exceeded.

3.4 Fire Fighting

There are fire extinguishers located in the kitchen(with fire blanket),vestibule, main hall, stage, small hall kitchen however, hirers or users should not put themselves at risk.

3.5 Responsible Person

The Hall is not staffed and there are no permanent fire wardens. The Hirer is responsible for the safe evacuation of themselves and anyone attending their event or class, whether adults or children. They should point out the location of the fire exits and what to do in case of fire at the start of the event or class. They should also ensure they have actively considered anyone who has specific mobility requirements and implement a personal emergency evacuation plan if required.

3.6 Alerting the Fire Service

The fire service must be called by either the the hirer or by any other user of the hall.

3.7 Assembly Points

All occupants should go to the assembly point outside in car park. Where the hirer knows exact numbers (eg a register has been taken), the lead person should check that everyone is accounted for. This will not be possible if it the alarm has been raised at an event where accurate numbers are not known.

3.8 Vulnerable People

Anyone who has any special needs or physical disabilities in the event of an emergency, and is in the Hall without a carer, has a responsibility to make themselves known to the Hirer in advance and ensure that appropriate measures are implemented if required.

Hirers should actively enquire if anyone has any special needs in the event of an emergency and provide appropriate measures if required.

When under-18's are present, the Hirer must ensure a named adult is always present at the event, who will be responsible for all safety matters.

Please see the Child Protection policy for more information.

Anyone working alone should read the HSE publication Working Alone before undertaking lone working.

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3.9 Signage

Fire Action signs detailing what to do in the event of a fire are displayed in the Hall noticeboard in main vestibule.

3.10 Risk Assessments

An annual Fire Risk Assessment will be undertaken and outcomes implemented.

Risk assessments are kept by the Hall Management Committee for future reference and could be supplied to the HSE if required.

3.11 Alarm Testing and Recording

A test of the fire alarm (sound only) will be completed monthly or at such other intervals as may be considered necessary. A full test will be undertaken twice a year. A fire log book detailing fire alarm tests, drills and checks and risk assessments as well as activations will be kept as required by the Hall Management Committee.

3.12 External Notice for Emergencies

An emergency contact telephone number notice will be placed in the external notice boarding and in the vestibule notice board.

UPHILL VILLAGE SOCIETY

Victory Hall

Ratified: September 2018

Review: 2020