

FIRE POLICY

FOR

BROMPTON REGIS

VILLAGE HALL

This policy applies to all users, hirers, Trustees, Contractors and Sub Contractors of Brompton Regis Village Hall

Responsibilities of the Village Hall Management Committee

- The Village Hall Management Committee are responsible for all fire safety at the hall in line with the Regulatory Reform (Fire Safety) Order. 2005. The Committee conduct fire risk assessments and take necessary steps to reduce the risk of fire to being as low as possible.
- The Village Hall Management Committee will receive advice and support from companies who service and maintain the fire systems within the hall and take all preventative measures required following assessments.
- We have a responsibility to ensure that all users and hirers of the hall are aware of the fire regulations and that each user ensures that someone is responsible for fire safety at each hire event. For larger events several people will need to be appointed to ensure that emergencies can be dealt with effectively.
- Any users should be provided with written instructions as to how to comply with fire safety including procedures and use of equipment. A signed copy of these instructions is held by the Management Committee and forms part of our hire agreement.
- The Committee will ensure that all fire fighting equipment is maintained and serviced and remains in position to be used if required.
- The fire alarm is tested on a regular basis and annual risk assessments are completed with findings documented and actions taken to rectify any issues raised.
- All Users/Hirers are responsible for reporting any obstructions to the fire doors or fire evacuation points.

Instructions for any users of the hall in the event of a fire

- Ensure that the alarm has been raised by instructing people to evacuate the building immediately.
- Contact the fire brigade by dialling 999. There is not a phone at the Village Hall so a mobile will need to be used or raise the alarm via a local business or resident. Phone Box can also be found at bottom of the church walk
- Ensure that anyone using the hall at the time is aware of the emergency.

- Ensure that everyone leaves the hall in a timely manner by the nearest available exit (not collecting personal belongings on the way) and that the doors are closed once everyone has evacuated the building.
- Ensure that no-one remains in the building and that everyone is accounted for at the agreed assembly point (there is an area of grass behind the Hall which is suitable.)
- The person responsible for the event needs to liaise with the fire brigade and notify them of the circumstances around the fire and of anyone who cannot be accounted for.
- The responsible person needs to notify a member of the Village Hall Committee of the emergency as soon as is reasonably possible.
- All user groups are responsible for understanding how to handle fire equipment in place at the hall, practising and promoting fire prevention and knowing the right actions to take if a fire breaks out at the hall or smoke is detected. All need to be familiar with the evacuation process and escape routes appropriate to their location and should practice these evacuation processes on a regular basis.
- No user is to re-enter the hall until the Fire Officer has confirmed it is safe to do so.

