



## **CROCKENHILL VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC) FIRE SAFETY POLICY**

### **1. Introduction**

CVHMC is committed to a policy that complies with the Regulatory Reform (Fire Safety) Order 2005 and carries out an annual fire risk assessment and has put in place fire precautions when identified as necessary/practical to do so.

### **2. Purpose**

The purpose of this policy is to set out the CVHMC commitment to and procedures for reducing the risk of fire and preventing fire. CVHMC will, as the body in control of the premises, be responsible for carrying out an annual fire risk assessment and take the necessary measures to mitigate or remove the risk identified.

### **3. Responsibilities of Crockenhill Village Hall Management Committee**

- Review the fire risk assessment annually at the CVHMC AGM.
- Ensure that the hall and necessary fire protection equipment is maintained in an efficient state and in good working order and repair by a competent person and in accordance with any manufacturer instructions.
- Provide appropriate instruction in the use of equipment.
- Ensure that steps are taken to reduce or eliminate any risks identified.
- Periodically review the fire detection system and ensure that any proposals for improving fire precautions are implemented.
- Ensure that hirers are aware of the fire exits and evacuation assembly point
- To ensure that users of the premises are aware of the presence of any hazardous/dangerous substances and informed not to store hazardous or dangerous products in the hall.
- To agree a system for contacting the emergency services and evacuating the building if necessary.
- To co-operate with each other to keep the hall safe from fire and its effects and do not do anything that places themselves, other people or the hall at risk

### **4. Fire risk assessment**

In line with Government's fire guidance "a fire risk assessment is an organised and methodical look at our premises, the activities carried out here and the likelihood that a fire could start and cause harm to those in and around the premises"

The CVHMC fire risk assessment examines the area of risk, identifies the fire hazard and people at risk, implements steps to mitigate the risks identified, records action taken in the minutes and reviews annually.

## **5. Responsibilities of a designated person/s**

- Ensure regular portable appliance tests (PAT) and inspections are carried out on all electrical systems.
- Ensure that gas appliances and boiler are serviced annually.
- Check that the fire alarm system is operational as per CVHMC agreed procedures.
- Check that the emergency lighting is operational as per CVHMC agreed procedures.
- Ensure that all signage regarding emergency exits, fire doors, no smoking etc are current, clearly marked and illuminated
- Ensure that fire doors are not obscured or obstructed by hanging curtains or other materials.

### **These include:**

- i) Display no smoking signs.
- ii) Replace or repair damaged furniture where foam may be exposed.
- iii) Ensure storage space is kept tidy and rubbish taken/thrown away after each hiring.
- iv) Correct storage of cleaning fluids.
- v) Allow Christmas or party decorations only in specified locations which have been identified as low risk.
- vi) Use of BBQ's is not permitted.
- vii) Use of candles is not recommended.
- viii) Ensure hirers aware NOT to block fire exits or restrict access during the time people are on the premises.
- ix) Check that the firefighting equipment is in its designated space and undamaged.
- x) Check that self-closing door mechanisms are functioning and closing the doors properly.
- xi) Check that emergency exit push-bar devices are operating correctly.

## **6. Procedures for testing of fire alarm and emergency lighting**

Procedures for the testing of fire alarm and emergency lighting to include:

- Date of test
- Item tested
- Result of test
- Action taken if any
- Person completing the test

## **7. Firefighting training**

CVHMC will provide fire safety training where necessary for nominated key staff and trustees. Training in the use of fire extinguishers can be provided but the over-riding responsibility is to sound the alarm and initiate the evacuation of the building. Staff who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely however they must not do this where they would put themselves or others at risk of harm from the fire or its effects. Visitors are actively discouraged from fighting fire unless they have received specific training. Any such firefighting is carried out at their own risk. Sufficient firefighting equipment will be provided in the premises for the purpose of immediate first aid firefighting. The level of equipment provided will be decided by the fire risk assessment of other competent person.



8. **Checklist for hirers**

- a) All hirers are provided with an end of session checklist and reminder notices are placed on the exit doors.  
Reminder to include:
- Search for smouldering fires or cigarettes left burning.
  - Check that all heaters and cookers are turned off.
  - Check that all electrical appliances are turned off and unplugged.
  - Turn out all the lights.
  - Close all internal doors.
  - Secure all outside doors and windows.
  - All rubbish is removed from the premises and taken home with them.
- b) All hirers are advised to bring a mobile phone to the premises for use in the case of an emergency as there is no landline available outside of office hours and the public telephone box in the street has been removed.
- c) All hirers are advised to appoint one person to take responsibility to dial 999 for the emergency services in the event of a fire.
- d) All hirers are advised to appoint one person to take responsibility for sounding the fire alarm in the front lobby.
- e) All hirers are advised to appoint a suitable number of responsible people to direct an orderly exit in the event of a fire.
- f) All hirers are reminded that fire doors should remain closed and not wedged or propped open.