# **Wembdon Village Hall Trust**

**FIRE SAFETY POLICY**

*Within the Policy the term ‘Users’ is intended to imply: the Committee; workmen, tradesmen and officials who have legitimate business to discharge at Wembdon Village Hall.*

*Within the Policy the term ‘Hirers’ is intended to imply those Applicants who hire Wembdon Village Hall in order to conduct their own activity and the members of the public who attend that activity.*

Wembdon Village Hall is a registered charity, run and maintained by a Committee of Trustees, for the benefit of the residents of Wembdon Villageand its environs.

The Committee is committed to operating and maintaining Wembdon Village Hall in accordance with The Regulatory Reform (Fire Safety) Order 2005.

The Committee will do all that it can to:

* Minimize Fire Risk.
* Identify and assess risks.
* Provide suitable fire safety equipment.
* Provide Fire Instructions.

The Committee cannot be fully responsible for all the Fire Safety aspects of activities that are not under its control. While the Committee recognises its overall responsibility under the law it makes a distinction between Users and Hirers of the Hall. It must therefore alert Hirers of the Hall to recognise their own responsibilities regarding the Fire Safety aspects of their own activities while using the Hall.

The Committee will:

* Do all that it can to engender Fire Safety within both the letter and spirit of the law.

* Do all that it can to maintain a safe environment at the Premises that is Wembdon Village Hall.

* Establish, maintain and keep under review a Fire Risk Assessment for the Premises.

* Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.

* Prominently display a copy of this Policy.

* Keep this Policy under regular review.

* Alert all Users to the Fire Risk Assessment and Fire Instructions and encourage Users to read them and to adhere to both the letter and spirit of them.

* Make it a requirement of the Hire Agreement that Hirers read and conform to the Fire Instructions.

* Make it a requirement that appropriate fire instructions, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity by the Hirer.

* Maintain Public Liability Insurance for the premises and its own Committee sponsored activities.

* Maintain a First Aid Kit.

* Maintain an Accident Book.

The Committee considers that it is still the duty of all Users and Hirers of WembdonVillage Hall to:

* Remain vigilant and ‘risk aware’.
* They should be advised of the hall smoking and disposal of cigarette ends policy and the rule of no open flames as decoration.

* To be familiar with this Policy, its supporting Risk Assessment and Fire Instructions and to conform to their requirements

* Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.

* Report and record accidents in the accident book provided with the First Aid Kit.

* Alert a Committee Member to any newly apparent risks.

* Assist the Committee with constructive suggestions as to how the Fire Safety management of Wembdon Village Hall might be improved.

It is the specific responsibility of the Committee to:

* Keep Fire exits clear.

* Conduct a regular check that the internal and external normal lighting is fully functioning, replacing bulbs as required and reporting any required maintenance needs to the Hall Manager, Lyn Tyrrell.

* Arrange for a yearly contracted check of the smoke alarms combined with a full Fire alarm check.

* Arrange for a yearly contracted check of all Fire extinguishers.

* Keep all areas clean and clear from the build up of dirt, dust and fluff etc.

* Keep the Plant Room free from stored material (except inert material).

* Ensure that flammable materials such as paint are not stored on the premises.

* Ensure that quantities of flammable cleaning materials and the like are kept to minimum and stored appropriately

* Conform to the intent of the Fire Safety Risk Assessment in all respects

After each Hire period, check that:

* Internal bins have been emptied after hires.

* Lights are turned off and appliances unplugged as appropriate.

* Stored material is stored in accordance with plan.

* All areas are tidy.

The Committee will nominate a person to check the emergency lighting at regular intervals.

The Fire Alarm System and all allied equipment are subject to an annual Maintenance Contract.

Policy Number FS 1

This policy will be reviewed annually.

Next review due March 2024

# WEMBDON VILLAGE HALL

**FIRE INSTRUCTIONS**

Any person discovering a fire should:

1. Raise the alarm by shouting ‘Fire, Fire’ and activate the alarm system by breaking the nearest call point.
2. Call the Fire Brigade, dialling 999, stating:

**FIRE AT WEMBDON VILLAGE HALL, THE GREEN AT WEMBDON,**

**HOMBERG WAY,BRIDGWATER TA6 7BY**

1. Tackle the fire with the extinguishers provided only if trained in their use and it is safe to do so.

On hearing ‘Fire, Fire’ or other alarm, all persons on the premises are to:

1. Leave the building by the nearest safe fire exit.
2. Close all doors.
3. Report to the Assembly Point in the Car Park.
4. Senior person or organiser to check everybody is evacuated.
5. Senior person to meet fire fighters and advise on access to Switch Room ( for access to heating system) , and bar cold store.