Responsibilities for the Committee

Hope & Galmpton Recreation Hall is a registered charity (Registered Charity No. 202925). The Hope and Galmpton Recreation Hall Committee (H&GRHC) is responsible for the day-to-day management of the Village Hall. The H&GRHC is comprised of elected members. The H&GRHC are responsible for the implementation of this Fire Safety Policy.

The Village Hall is a No Smoking area.

The H&GRHC will implement the following to ensure the fire safety of all users of the Village Hall and the Building:

1. FIRE SAFETY CO-ORDINATOR

H&GRHC will appoint one of its members to act as the Village Hall's Fire Safety Co-ordinator. This person will co-ordinate a Rota for regular Fire safety checks (detailed on items below) which they will sign off the results in the Fire safety Log Book. The Co-ordinator will monitor that all inspections have been carried out.

2. FIRE SAFETY LOG BOOKS

All relevant Fire Safety log books detailing the Fire Risk Assessments, firefighting equipment checks etc, will be maintained by the H&GRHC.

3. FIRE ALARM SYSTEM

Not required.

4. SMOKE DETECTORS

Smoke detectors tested monthly and results recorded in log book. Date of detectors check for expiry dates.

5. FIRE FIGHTING EQUIPMENT

Firefighting equipment will be provided in appropriate places within the Village Hall, according to the particular fire risk posed (e.g. Fire Blanket within the kitchen). All firefighting equipment will be visually checked at least on a monthly basis, and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded. Any extinguisher that has been discharged / damaged must be replaced immediately by the recognised contractor.

6. EMERGENCY LIGHTING

All emergency lighting will be visually checked at least on a monthly basis by the H&GRHC, and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

7. ESCAPE ROUTES AND EXITS

All Village Hall escape routes and exits are clearly signed, and will be kept free from obstruction at all times, to ensure safe evacuation from the building.

8. ELECTRICAL SYSTEM AND APPLIANCES

The Village Hall's electrical wiring installation will be inspected every 5 years by a recognised contractor, and the results recorded.

All portable electrical appliances provided by H&GRHC will be tested bi-annually by a recognised contractor, and the results recorded.

The Village Hall's Water Heaters will be serviced annually by a recognised contractor, and the results recorded.

9. SIGNAGE & ASSEMBLY POINT

Details of escape routes; evacuation procedures and assembly points should be recorded on the "Fire Action Notice" displayed adjacent to call point positions. All fire exit signage MUST include a pictogram, i.e. the "running man".

The Fire Safety Co-ordinator should designate a safe assembly point to be used in the event of an evacuation. All Hall users' & visitors are made aware of its location which should clearly be indicated on the Fire Action Notice.

10. FIRE SAFETY INSPECTIONS

The H&GRHC will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment.

- All firefighting equipment is present and serviceable, in a floor stand or wall mounted, and not used as a "door stop".
- all fire routes and exits are free from obstruction.
- all fire doors are kept shut when not in use and not propped open, vision panels must never be obstructed
- all emergency lighting and smoke detectors are working;
- any flammable liquids are correctly stored;
- there is no accumulation of rubbish within or near the building to create a fire hazard.

The results of these fire safety inspections should be recorded.

11. FIRE RISK ASSESSMENTS

The Fire Risk Assessment will be undertaken on at least an annual basis by the Fire Risk Co-ordinator, and the results recorded.

The Fire Risk Assessment will be a Standing Agenda Item at all H&GRHC Meetings, to ensure that additional Fire Risk Assessment reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities of hirers.

12. FIRE AND EMERGENCY EVACUATION

All users of the Village Hall will be required to familiarise themselves with the 'FIRE Safety Guidance and Emergency Plan' for Hirers, (attached as Appendix 1 at the end of this Policy statement) which is **ALSO displayed on the Hall's Notice Board within the Hall lobby**.

H&GRHC will recommend that all regular Hirers of the Hall should conduct formal fire evacuation drills for their event attendees.

Appendix 1.

FIRE Safety Guidance and Emergency Plan for Hirers

Safety Guidance

YOU, THE HIRER are the '*RESPONSIBLE PERSON*' in the event of a Fire or an Emergency within Hope & Galmpton Recreation Hall during your hire of the Village Hall.

At all times the '***RESPONSIBLE PERSON***' must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

Your priority should always be to Save Lives and not the building!

BEFORE YOUR EVENT STARTS:

- Check that the Village Hall 'Fire Exit' lights are working;
- Check that all Village Hall 'Fire Exit' routes are not blocked, e.g. by tables, chairs or boxes;
- Check that you know where the Village Hall's Fire Extinguishers are stored, and the different uses of the water and powder fire extinguishers;
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall are safe to use;
- Check that no balloons or other decorations have been hung within the Village Hall so that they could fall down and obstruct a Fire Exit.
- Inform all of your Attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' outside the front entrance, in the event of a fire or an emergency.

DURING YOUR EVENT:

- Count number of attendees are at your event
- Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed;
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or an emergency;
- Ensure that no vehicle obstructs the Village Hall's main entrance ramp, so that wheelchair users and those with prams/buggies may be able to leave the Village Hall safely;
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the Street;
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, use of candles or other naked flames);
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

Emergency Plan

In the Event of a Fire or some other emergency: Take Command!

- **Give loud and clear instructions**;
- **Tell everybody to**:
    1. **In an orderly manner to immediately evacuate the building** using the **nearest available** exit and give assistance to Hall users with visual or hearing difficulties & wheelchair users as necessary; and
    2. **Gather at the 'Assembly Point'** outside the front entrance, and to wait for you;
- **Do not attempt to tackle a fire** unless trained and confident to do so.

  Call THE FIRE BRIGADE - DIAL 999 and give this address:
  HOPE & GALMPTON RECREATION HALL,
  Galmpton,
  Kingsbridge,
  Devon. TQ7 3HA.

- Check every Village Hall room that it is safe to enter, to ensure that everyone has left the Village Hall;
- Fire extinguishers should be used to clear a safe passage to a Fire Exit;
- Once outside, at the 'Assembly Point', check that everyone is accounted for;
- Check that The Street and the area around the Village Hall is clear for the emergency services vehicles;
- Do not allow anyone to enter the Village Hall until a fire officer tells you it is safe to enter;
- Check all occupants are accounted for;
- Ensure a key holder remains available to give the Fire Brigade access if necessary.
- Do not return into the building until the Fire Brigade has given instructions to do so;
- Contact a member of the Hope & Galmpton Recreation Hall Committee on one of the telephone numbers shown below:

Chairperson	Ken Edwards	07960 009616
Secretary	Bruce Williams	07585 771479
Member	Will Murray	07866 476813
Member	Adam Lidstone	07779 343311