

Appendix D: fire Safety Policy

Date: May 2025 (To be reviewed annually)

Within the Policy, 'Users' means: the Committee of Trustees; the workmen, tradesmen and officials who have legitimate business to discharge at the premises of Barrow Gurney Village Hall.

Within the Policy, 'Hirers' means those Applicants who hire Barrow Gurney Village Hall in order to conduct their own activity and the members of the public who attend that activity.

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

The committee will do all that it can to:

- Minimise 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 Barrow Gurney 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 referenced in the Hall Hire agreement and on the web site. As part of the booking process we require all hirers to indicate that they will abide by these.
- 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 Barrow Gurney Village Hall to:

- Remain vigilant and "risk aware".
- 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 Barrow Gurney Village Hall might be improved.

It is the specific responsibility of the committee to:

- Keep fire exits clear.
- Conduct a monthly check that the internal and external normal lighting is fully functioning, replacing bulbs as required and reporting any required maintenance needs to the Chair or designated committee member responsible for maintenance.
- Test smoke alarms regularly.
- 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.
- 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 a minimum and stored appropriately. Conform to the intent of the Fire Safety Risk Assessment in all respects.
- The Maintenance Committee will nominate an individual to check the emergency lighting at regular intervals.

The committee members are requested to take responsibility for checking the following:

- Internal bins have been emptied after hires.
- Lights are turned off and appliances unplugged as appropriate.
- Hall equipment is safely stored , eg tables etc.
- All areas are tidy.

Table 1: Fire Instruction for Barrow Gurney Village Hall

Any person discovering a fire should:

- Raise the alarm by shouting ‘Fire, Fire’
- Telephone 999 and ask for Fire Service.
- Aid exit from the building.
- Only attempt to extinguish a fire if there is minimal risk to self, and, if there is minimal risk to self, check that no persons remain in any rooms.

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. Report to senior person or organiser to check everybody is evacuated.

Table 2: People at Risk as a Result of Fire

Group	Risk	Remarks
Committee	Low	Familiar with premises, hazards, equipment and escape routes.
Hirers		The Hire Agreement requires hirers to become familiar with the Fire Instructions.
Healthy Adult		Provided they have been given an appropriate brief at the beginning of the activity.
Healthy Children		Provided they have been given an appropriate brief at the beginning of the activity and remain under adult supervision.
Infants		Provided that a parent has been given an appropriate brief at the beginning of the activity and retains supervision.
Neighbours		Although unaware of fire instructions they are unlikely to be affected.
Passers by		Although unaware of fire instructions they are unlikely to be affected.
Disabled	Medium	Through the four primary escape routes, they may need time and assistance from the able bodied.
Elderly and Infirm		Through the four primary escape routes, they may need time and assistance from the able bodied.
Alcohol Impaired	High	Where the hire agreement allows the consumption of alcohol, hirers are to nominate and maintain representatives who remain sober to organise and assist the impaired if required in an emergency.

Table 3: Distribution of Fire Equipment

Area	Current	Proposed/ Consider	Remarks
Main Hall	<ul style="list-style-type: none">• 1 off 3 litre foam extinguisher by main exit doors.• Smoke sensor/alarm in bar area.• Emergency lights above both exits.		
Bar	<ul style="list-style-type: none">• 1 off 3 litre foam extinguisher by emergency exit.• Smoke and heat sensor/alarm.• Emergency lights above emergency exit, inside and outside.		
Kitchen	<ul style="list-style-type: none">• 1 off 2Kg powder extinguisher.• 1 off Fire Blanket on wall near sink.• Emergency lights above emergency exit, inside and outside.		
Cloakroom	Emergency lights above exit to lobby.		
Green room	<ul style="list-style-type: none">• Smoke sensor/alarm.• Emergency light above exit to cloakroom.		
Lobby	Emergency lights above exit to car park.		
Stage	<ul style="list-style-type: none">• 1 off 2Kg CO2, 1 off 3 litre foam by exit to Green Room.• Emergency lights above exit to Green Room.		
Stage Storeroom	Emergency lights above emergency exit, inside and outside.		
Ladies Toilet	Emergency light on ceiling.		
Gents Toilet	Emergency light on ceiling.		
Adapted Toilet	Emergency light on ceiling.		

Table 4: Escape Routes

Route	Route	Comments	Suitability
1	From Main Hall a) Through lobby to car park b) Through main entry doors at end of hall to car park	a) Doors from main hall open inwards into lobby. Route lit with emergency lighting. Bulkhead emergency exit light. b) Main doors open outwards. Rotate latch to open.	a) Not suitable for disabled due to step. b) Suitable for disabled and all others from Main Hall.
2	From Bar Through emergency exit in Bar to car park	Internally with bulkhead emergency exit light. Fire door with push bar. Alley to side of building must be kept clear of obstructions	Suitable disabled and all others from Bar
3	From Kitchen Through emergency exit door of the Kitchen. Through emergency exit door in bar to car park	Both emergency exits. Internally with bulkhead emergency exit light. Fire door with push bar. Area at back of building must be kept clear of obstructions Alley to side of building must be kept clear of obstructions	Emergency exit from kitchen not suitable for disabled due to step. Emergency exit from bar suitable for all from Kitchen
4	From Toilets Through emergency exit in Bar to car park	Emergency lights on ceilings of each toilet area. Internally bulkhead emergency exit light. Fire door with push bar.	Suitable for disabled and all others from Toilets
5	From Meeting Room/ Green room Through cloakroom and lobby to car park Through door to stage, then main doors at end of hall to car park	Doors open inwards into lobby. Door opens inwards into stage Main doors at end of hall open outwards. Rotate latch to open. Internally with bulkhead emergency exit light.	Suitable for all except disabled from Meeting Room/Green room
6	From Cloakroom Through lobby to car park	Door opens outwards into lobby	Suitable for disabled and all others from lobby.
7	From Stage Store Room Through emergency exit in store room	Fire door with push bar. Bulkhead emergency light.	Suitable for all except disabled from store room
8	From Stage Through main doors at end of hall Through emergency exit in store room Through Green Room, then lobby to car park	Internally with bulkhead emergency exit light. Main doors open outwards. Rotate latch to open. Fire door with push bar. Doors open outwards into green room, then inwards to lobby. Route lit with emergency lighting.	Suitable for all except disabled from stage