

Eastchurch Village Hall:

Fire Safety Policy & Procedures

Effective Date: 1.9.2025

Review Date: 1.9.2026

Approved By: Eastchurch Village Hall Trustees

1. Purpose

The purpose of this policy is to ensure the safety of all individuals who use Eastchurch Village Hall by preventing fire risks, providing guidance on fire safety procedures, and ensuring a prompt and safe evacuation in the event of a fire. The Policy ensures compliance with Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2022

2. Scope

This policy applies to all staff, volunteers, hirers, visitors, contractors, and event attendees at Eastchurch Village Hall.

3. Responsibilities

3.1 Village Hall Trustees Committee

- Appoint 2 competent responsible persons
- Ensure compliance with fire safety regulations as mentioned above.
- Schedule and document regular, annually, fire risk assessments.
- Maintain all fire safety equipment.
- Provide fire safety instructions to hall users.

3.2 Hall Users and Hirers

- Familiarise themselves with evacuation routes and procedures as set out in Client Handbook.
- Ensure guests or attendees are aware of fire exits as displayed around building.
- Refrain from blocking fire exits or misusing equipment at all times.
- Report any fire safety issues to the trustees immediately via email (include address)

4. Fire Risk Assessment

- Conducted annually or following significant changes to the building or its use.
- **Tick list risk Assessment completed by Hirer on line prior to hire if needed**
- Includes identification of fire hazards, evaluation of risks, and measures to reduce them.
- Documented and kept on file for inspection. (location to be noted)

5. Fire Prevention Measures

- No smoking allowed anywhere inside the hall.
- Fire exits and routes must remain clear at all times.
- Electrical equipment must be PAT tested annually.
- Combustible materials stored safely and away from ignition sources.
- Fire extinguishers and alarms maintained and inspected regularly.

6. Fire Detection & Firefighting Equipment

- Smoke and heat detectors installed in key locations. (note locations)
- Fire alarm system with manual call points.
- Fire extinguishers located near exits and at designated points:
 - Water, CO₂, and Foam extinguishers depending on room usage.
- Fire blankets in kitchen area and hub

7. Evacuation Procedure

If You Discover a Fire:

1. Raise the alarm using the nearest fire alarm call point.
2. Call emergency services: **999** – state “FIRE” and give address:

Eastchurch Village Hall, Warden Road, Eastchurch, ME12 4EJ

Upon Hearing the Alarm:

1. Leave the building immediately by the nearest safe exit.
2. Do not stop to collect belongings.
3. Assist those with mobility issues.
4. Close all doors and windows behind you to contain the fire.
5. Proceed to the **Assembly Point**: Main Car Park
6. Complete head count.

Do Not:

- Re-enter the building until cleared by emergency services (if called)

8. Training & Drills

- Fire evacuation drills to be conducted at least **once annually**.
- Hall hirers to be provided with a Fire Safety Brief Sheet (included in Hall Users Manual).
- All staff and volunteers to receive basic fire safety training from approved provider.

9. Signage & Notices

- Fire exit signs clearly displayed.
- "What to do in case of fire" notices displayed in entrance, kitchen, and hall areas.
- Extinguishers labelled and locations marked on floor plan. (appendix 1)

10. Record Keeping

The following records must be maintained by the Secretary

- Fire risk assessment reports
- Fire alarm and extinguisher inspection/maintenance logs
- Staff and hirer fire safety briefings

11. Policy Review

This policy will be reviewed, by Trustees and ratified at Trustees meeting, annually or after any fire-related incident or significant changes in building use.

12. Contact Information

Hall Emergency Contact:

Elaine Smith 07310491524

Management Committee Email:

Nicola Waghorne nicola@sheppeymatters.org.uk

Local Fire Authority Contact (Non-emergency):

Kent Fire and Rescue Maidstone 01622 692121

Appendix

Emergency Exit Procedure

Upon Hearing the Alarm:

1. Leave the building immediately by the nearest safe exit.
2. Do not stop to collect belongings.
3. Assist those with mobility issues.
4. Close all doors and windows behind you to contain the fire.
5. Proceed to the **Muster Point**: Main Car Park
6. Complete head count.
7. Call emergency services.

OR

1. Extinguish Fire is safe to do so
2. Report incident to *Designated Person/Booking Secretary* as soon as safe to do so.
3. *Designated Person/Booking Secretary* will advise thereafter.

Key – Emergency Exit Procedures

-  Fire Exit
-  Defibrillator
-  muster point
-  Fire Blanket
-  Fire extinguisher