

# **FIRE SAFETY POLICY & EMERGENCY PLAN**

**EIGHT ASH GREEN VILLAGE HALL  
25 SPRING LANE  
Eight Ash Green  
COLCHESTER CO6 3QF**



This policy will be reviewed bi-annually by the Village Hall Board of Trustees.  
Approved: Village Hall Trustees Meeting 2<sup>nd</sup> April 2026

# **FIRE SAFETY POLICY**

Eight Ash Green Village Hall is owned and maintained by the Eight Ash Green Village Hall Charitable Incorporated Organisation . The Village Hall Board of Trustees Committee (VHBT) is responsible for the day-to-day management of the Village Hall and the implementation of this Fire Safety Policy.

The VHBT will implement the following to ensure the fire safety of all users of the Village Hall:

## **1. FIRE SAFETY LOGBOOKS**

All relevant fire safety logbooks including Fire Risk Assessments, alarm tests and firefighting equipment checks, will be held and maintained by the VHBT Secretary and VHBT nominated Fire & Safety Officer.

## **2. FIRE ALARM SYSTEM**

A fire alarm test will be carried out weekly on at least one call point, with the results recorded in the logbook. The fire alarm system is inspected yearly by a recognised contractor, with the results recorded.

## **3. ESCAPE ROUTES & EXITS**

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

## **4. SIGNAGE & ASSEMBLY POINT**

Details of escape routes, the emergency plan and assembly points should be recorded on the Fire Notices adjacent to manual call points.

## **5. EMERGENCY LIGHTING**

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

## **6. FIREFIGHTING EQUIPMENT**

Firefighting equipment will be provided in appropriate places within the Village Hall, according to the fire risk posed. All firefighting equipment will be visually checked at least monthly by the Building Custodian and will be serviced and maintained on an annual basis by a recognised contractor, with the results recorded. Any extinguisher noticed to have been discharged or damaged must be replaced immediately by the recognised contractor.

## **7. ELECTRICAL SYSTEMS & APPLIANCES**

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

All portable electrical appliances provided in the Village Hall will be PAT tested annually

by a recognised contractor, with the results recorded.

The air source heat control system will be serviced annually by a recognised contractor, with the results recorded.

### **8. FIRE & EMERGENCY EVACUATION**

All users of the Village Hall are required to familiarise themselves with this 'Fire Safety Policy & Emergency Plan' which is sent to all hirers prior to their hire of the hall. A copy of the policy can also be found on the notice board in the hall lobby.

### **9. FIRE SAFETY INSPECTIONS**

Regular visual inspections of the Village Hall and all its fire safety equipment will be conducted by the VHBT (quarterly).

These inspections should ensure, as a minimum, that:

- All fire routes and exits are free from obstruction.
- All fire doors are kept shut and not propped open with door stops.
- All emergency lighting is working.
- All fire-fighting equipment is present and serviceable and stored correctly.
- 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.

### **10. FIRE RISK ASSESSMENTS**

A Fire Risk Assessment will be undertaken on an annual basis and the results approved by the VHBT.

The Fire Risk Assessment will be a standing agenda item for all VHBT meetings, to ensure that additional 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.

### **11. PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

A PEEP should be developed when a **hirer** of the Village Hall identifies a member or user that requires specific arrangements to be in place to support their evacuation in an emergency.

This plan should be developed in conjunction with the person concerned. Where this PEEP and its arrangements cannot be implemented, (e.g. due to building work or breakdown of equipment), alternative working arrangements or accommodation for the individual must be considered

#### **PERSONAL EMERGENCY EVACUATION PLAN (PEEP)**

Individual requiring support (name of person):	
Person completing the PEEP (name):	

Location PEEP applicable to (name and address):	
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**Why does the individual require support in an emergency evacuation?**

How does the individual's health, mobility, hearing, sight, communication etc. impact on their safe evacuation?

**What assistance is required?**

<p>Detail the type of support the individual will need to evacuate safely.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>- Will they need specific arrangements to alert them of an emergency?</li> <li>- Will they need people or equipment to assist their evacuation?</li> <li>- Will they require to evacuate using a specific route?</li> </ul>
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**Who will provide support?**

<ul style="list-style-type: none"> <li>• Identify those people who will provide assistance and the nature of the assistance. (You should identify who will provide back-up cover during absence e.g., holiday, sickness etc.)</li> </ul>		
Name	Nature of assistance	Contact details

What training is required to ensure those named above can assist with the evacuation?

**Equipment**

<p>What equipment will be provided to assist with the evacuation?          Where is this located?          Who is responsible for maintaining this?          If this equipment is shared, will there be sufficient availability to allow safe evacuation of all those who require it, within a suitable timescale?</p>

**Evacuation procedure and route**

<p>Detail the evacuation procedure including safe routes to be taken. (Have alternative routes been identified should the first route be unavailable?).          Where this PEEP and its arrangements cannot be implemented (for example due to building work or breakdown of equipment), alternative working arrangements or accommodation for the individual must be considered.</p>

**Agreement of the PEEP arrangements**

	Name	Signature or Signature of parent/carer	Date
Individual requiring support			
Person completing the PEEP			

**Communication of the PEEP (to those who are supporting the individual)**

	Name	Date communicated and agreed
Those named in the plan above		
Premises Manager (if required)		

*If it is necessary to share this information, ensure the consent of the individual concerned is obtained.*

## **FIRE SAFETY GUIDANCE FOR HIRERS**

**YOU, THE HIRER, are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within**

**Eight Ash Green Village Hall during your hire of the Village Hall.**

**At all times the Village Hall is in use, 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 'Fire Exit' lights are working.
- Check that all escape routes are not blocked, for example, by tables, chairs, or boxes.
- Check that you know where any fire extinguishers or blankets are stored, and the different uses of the water and CO2 fire extinguishers.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Check that no balloons or other decorations have been hung where they could fall and obstruct a Fire Exit.
- Inform all your attendees of the Fire Exit routes, and the Assembly Point at the far end of the car park, in the event of a fire or emergency.

### **DURING YOUR EVENT:**

- Know how many people are at your event.
- Keep fire doors closed when not in use, and do not prop them open with door stops.
- Ensure that the Fire Exits and escape 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 emergency.
- Ensure that no vehicle obstructs the Village Hall's main entrance, so that wheelchair users and those with prams/buggies can exit quickly and safely.
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the road.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.
- Be vigilant regarding any smells of burning or a gradual build-up of smoke

### **AFTER YOUR EVENT:**

- Remove all waste and check rooms for smouldering or items burning.
- Check cookers, heaters and electrical appliances are turned off and unplugged where necessary.
- Turn off lights not required for security purposes and close all internal doors.
- Secure all external doors and windows.

## **EMERGENCY PLAN**

# FIRE NOTICE

In the event of a fire

## DIAL 999

1. The responsible person in charge of the hall will give loud and clear instructions and tell all persons to

- Leave the building using the nearest available exit
- Meet at the **ASSEMBLY POINT – far corner of car park**

2. Start the fire alarm if it is not already sounding, by using a 'Break Glass Point' at one of the fire exits.

3. NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE. There is no public telephone nearby. Use a mobile to call 999.

**GIVE THIS ADDRESS:** Eight Ash Green Village Hall  
25 Spring Lane  
Eight Ash Green  
Colchester CO6 3QF

Check every room that is safe to enter, to ensure everyone has left.

Use firefighting equipment to clear a safe passage to a fire exit.

Check that everyone is accounted for and do not allow anyone to re-enter the building under any circumstances.

On arrival of the Fire Brigade, report to the Officer in Charge that all persons are safe or state the last known location of anyone missing.

All incidents, no matter how small, must be reported.

### **EMERGENCY CONTACT NOS.**

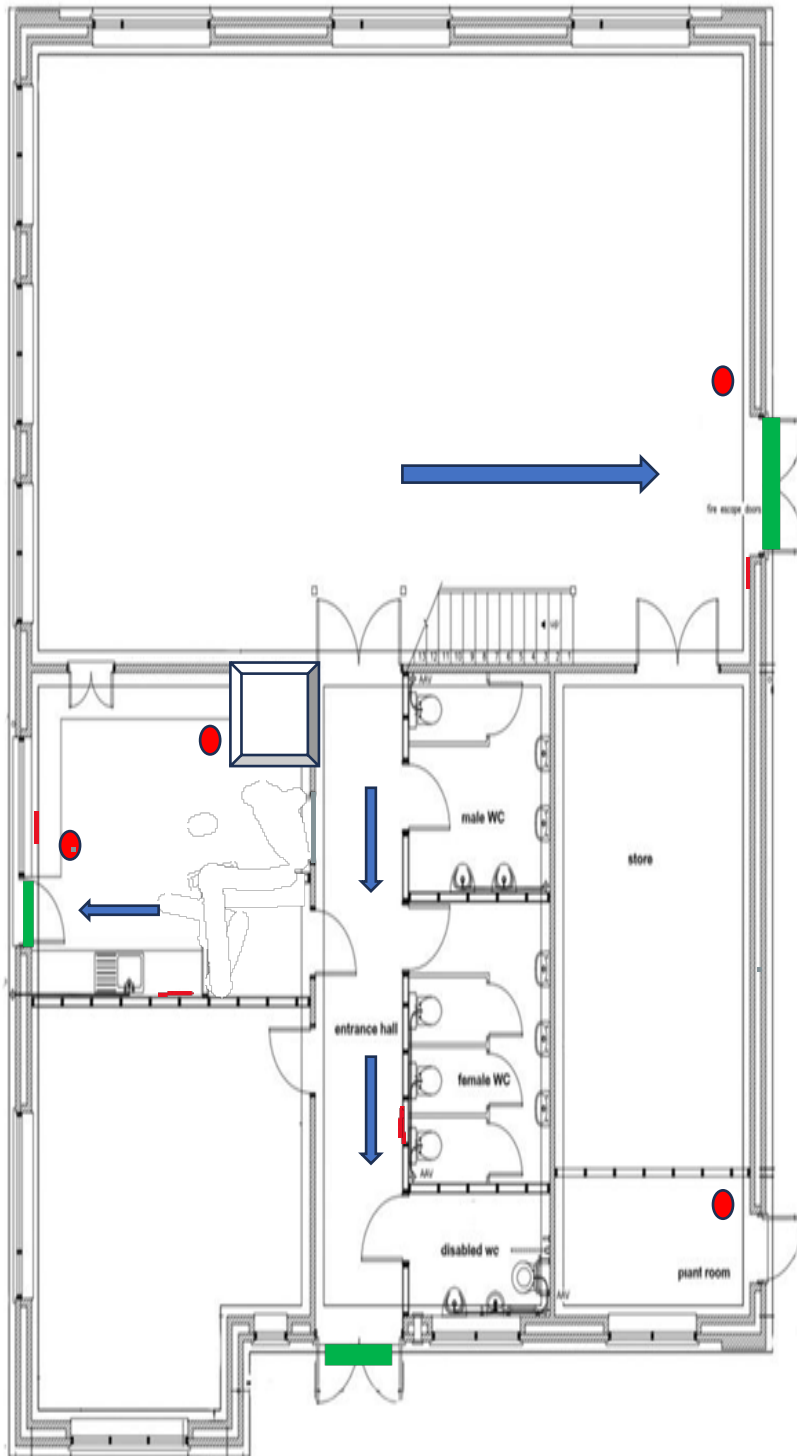
Martin Lawson 07879488630

Alistair McGarry 07717802992

Louise Greenwold 07766884889

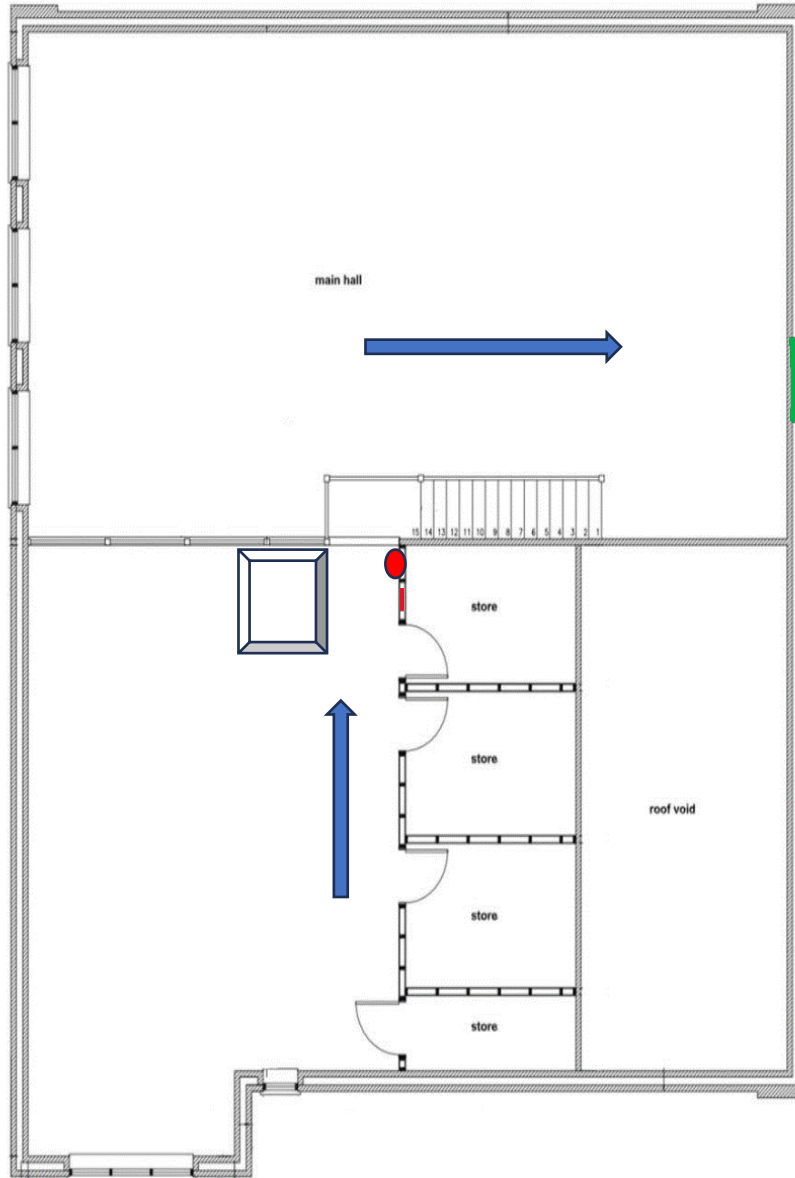
### **FIRE ESCAPE ROUTES & EQUIPMENT LOCATIONS**




# GROUND FLOOR



# FIRE ESCAPE ROUTES & EQUIPMENT LOCATIONS

## FIRST FLOOR



Escape Route	
Fire Extinguishers	
Manual Call Points	
Fire Exit	