

General Statement

This statement is given with regard to the Regulatory Reform (Fire Safety) Order 2005 and the duties imposed on employers, and persons with control, of workplaces under their control.

As far as is reasonably practicable, all steps shall be taken by Llanigon Village Hall Committee to prevent or minimise the probability of all causes of fire.

Llanigon Village Hall recognises the need to take precautions to maintain the safety of all employees, visitors, contractors against the threat of fire or other emergency.

Llanigon Village Hall further implements proper systems to deal with a potential fire and regularly maintains and tests these systems to ensure that they are adequate.

The people with responsibility for this policy is Colin Lavelle & William Lloyd who are committee members.

Policy Objectives

- To safeguard all persons from death or injury in the event of fire by effective management of fire safety.
- To minimise the risk of fire and to limit fire spread.
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

Responsible persons

Llanigon Village Hall (the Charity) has delegated day to day responsibility for managing fire safety to Colin Lavelle & William Lloyd who will:

1. Ensure that fire risk assessments are undertaken and appropriately reviewed.
2. To ensure provision of and maintenance of all fire safety provisions, e.g. detection and alarm systems, emergency lighting and firefighting equipment.
3. Oversee all fire equipment contracts.
4. Organise fire safety training.
5. Keep adequate records.

Communication

The Charity will ensure that all persons employed either as direct employees or engaged as contractors are provided with all relevant information related to fire safety. The Committee of the Charity will ensure volunteers and hirers are kept informed of how to respond to a fire alarm or incident involving fire and any changes that are made to fire safety procedures.

Fire Safety Training

Committee members will be given training on fire safety from an accredited trainer and will receive refresher training as appropriate. Further training may be required if there are any changes that may affect fire safety.

All volunteers and hirers will be instructed to report any defective or missing equipment and any concerns to Colin Lavelle / Will Lloyd.

Equipment / Testing

Firefighting equipment is provided in the form of fire extinguishers and a fire blanket.

All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturers' instructions.

A fire alarm is installed which relies on manual call points (MCP) as there are no heat or smoke detectors in the building.

Emergency lighting is provided for escape routes.

The fire alarm system is tested weekly and records of the test are kept in the Fire Log. The operation of fire doors and emergency exits are tested weekly and recorded in the Fire Log at the same time as the Fire Alarms are tested.

Maintaining safety

The Charity has introduced the following procedures in order to maintain high standards of fire safety:

- Emergency escape routes have been established and will be kept free from obstruction at all times.
- Fire exit doors will be kept in good working order and unlocked at all times the premises are occupied.
- Instructions, to hirers and others, of what to do in the event of a fire or fire alarm activation are sent to all hirers and are displayed in the Entrance Hall.
- Signs are provided to indicate the position of fire extinguishers and to indicate the emergency exit routes.
- 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 have to have been PAT tested annually by a recognised contractor, with the results recorded on the device.
- All portable electrical appliances brought in by hirers for use in the Village Hall have to have been PAT tested within the last 12 months by a recognised contractor and carry a dated sticker on the device.
- Members of the Llanigon Village Hall Management Committee reserve the right to inspect devices brought on site and to forbid their use if they are not PAT tested.

Record Keeping

The following records are kept off site with copies stored on the Hall's Google Drive.:

- Record of annual inspection and test of all firefighting equipment.
- Records of periodic tests of emergency lighting (where fitted).
- Records of all scheduled and unscheduled maintenance of fire detection.
- Records of the inspection, risk assessment and maintenance of workplace and electrical equipment, of storage of hazardous substances and of any other hazards identified with fire safety (where appropriate).
- Records of PAT testing.
- Records of testing of the electrical wiring.

Compliance with this policy will be monitored and reported to the Management Committee on an annual basis.

Policy adopted on:	Monday 6 th October 2025
Policy to be reviewed in	October 2027

FIRE SAFETY GUIDANCE FOR HIRERS

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

Familiarise yourself with the **Fire Safety section** in the 'How to use the Hall safely' document you received when you hired the Hall. Copies of the document are on the left wall as you enter the building and in the 'Heating & Light Switches' cupboard and were sent to you by email when you made your booking.

ELECTRICAL SAFETY

- All portable electrical appliances brought in by hirers for use in the Village Hall have to have been PAT tested within the last 12 months by a recognised contractor and carry a dated sticker on the device.
- **Members of the Llanigon Village Hall Management Committee reserve the right to inspect devices brought on site and to forbid their use if they are not PAT tested.**

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 equipment such as bouncy castles.
- 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 the Village Hall look safe to use and show no signs of damage. Any reel type extension lead used by a hirer (or a service provider they have booked) must be fully unwound and not placed where it could be a trip hazard.
- Check that no balloons or other decorations have been hung where they could obstruct a Fire Exit.
- Inform all your attendees of the Fire Exit routes and the Assembly Point to the left of the Main gate (viewed from the Hall door) 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 by people moving furniture during the event.
- 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 and 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. **All of these are prohibited.**
- 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.
- Check the heating and hot water are turned off.
- Turn off lights not required for security purposes.