

Tilbrook Village Hall Fire Policy

Responsible Person:

A Responsible Person is defined as the individual who hires the Hall or in the case of a group that uses the Hall regularly their designated responsible person.

Fire Doors:

- Fire exit routes must be kept clear at all times;
- All fire doors must be kept shut when not in use and not propped open;
- Vision panels must never be obstructed;
- Internal fire doors should be fitted with a closing mechanism; defects must be reported as soon as possible.

Fire Alarm / Emergency Lighting Testing:

Appointed contractor / trustee carry out all statutory testing and if necessary, demonstrate how to complete the necessary interim tests.

Signage:

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” (see example below):



Assembly Point:

The assembly point for the Hall is in the car park to the rear of the building.

The Responsible Person should designate a safe assembly point to be used in the event of an evacuation. All Hall users' & visitors are to be made aware of its location which should clearly be indicated on the Fire Action Notice. Ideally assembly points should be:

- An easily accessible open area, large enough to accommodate all employees, customers / visitors;
- Close enough to avoid unnecessary delay in arrival but far enough away to insure safety;
- Access routes should as far as possible avoid crossing traffic, where necessary the evacuation plan may require a degree of traffic control;
- Consideration should also be given to a back-up location in case the first reference is not accessible.

Fire Marshal:

The Responsible Person will act as fire marshal. The basic duties of the Fire Marshal are the same, to ensure that:

- The property is evacuated quickly and efficiently;
- All evacuees go directly to the appointed assembly point;
- All occupants are accounted for;
- The Fire Brigade has been called.

In the Event of a Fire:

- Sound an alarm;
- Leave the building as soon as possible via the nearest appropriate escape route;
- Do not attempt to tackle a fire unless trained and confident to do so;
- Exit in an orderly manner following the instructions of the Responsible person;
- Make sure that all Hall users leave the building and if possible, go to the assembly point;
- Give assistance to Hall users with visual or hearing difficulties & wheelchair users as necessary;
- Secure the Hall, ensuring 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.

Fire Extinguishers

- Must be readily available for use at all times;
- Be in a floor stand or wall mounted and not used as a “door stop”;
- Any extinguisher that has been discharged / damaged must be replaced immediately via the trustees.