

D2: Fire Safety Policy and Fire Instructions

This policy applies to all Hirers, Volunteers and Contractors using and working at Laxfield Village Hall.

1. Responsibilities of Laxfield Village Hall Management Committee

- The Village Hall Management Committee will, as the body in control of the premises, be the 'responsible person'.
- The 'responsible person' is responsible for complying with current fire safety legislation and is required to either carry out a fire risk assessment and then take the necessary steps to reduce or remove fire safety risks.
- A member of the Management Committee, the 'competent person', will be responsible for organising and/or undertaking risk assessments and carrying out any of the preventative and protective measures required.
- The 'competent person' is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly. A Village Hall Management Committee Member who knows the building and the use made of it could probably be judged to have enough 'knowledge and other qualities' if provided with information about companies servicing the hall's fire protection equipment, maintenance schedules, fire officer's contact details and previous advice.
- The Management Committee has a responsibility to ensure that Volunteers, Users, Contractors and Hirers are aware of the fire safety regulations and that the User or Hirer appoints a person to take responsibility at the session/meeting/event.
- Volunteers, the Caretaker, Users and Hirers should be fully instructed with regard to fire procedures and the use of equipment, and provided with written instructions. A signed copy should be held by the Management Committee.
- The Hirer will be responsible for the sessions/meeting/events held on the premises and must be a named individual.

2. Duties of the 'competent person':

- Ensure safe systems of work are in place with regard to fire safety
- Check that the fire safety equipment is maintained and in position
- Monitor that the fire alarm is tested on a regular basis
- Undertake annual risk assessments and report the findings to the Management Committee
- Report any defects that may compromise fire safety to the Management Committee and the Village Hall Charity Trustees
- Report any obstructions to fire doors or fire escape routes

- Ensure that Volunteers are made aware of the fire procedures, means and direction of evacuation and location of fire exit doors

3. The 'Responsible Person'

Where possible the organiser of an event should have a list of names of those attending. They should also supervise and control any emergency that may arise.

In the event of an evacuation of the hall being necessary the 'Responsible Person' for that session/meeting/event must assist with the evacuation of the building and should record the names of attendees at the assembly point.

4. Duties of the nominated 'responsible person' in the event of a fire alarm sounding

- If possible locate the person raising the alarm and the location of the call-point that has been operated.
- Determine the cause of the alarm (e.g. if the cause of the is a smoke machine being used in a stage performance there is no need to evacuate the hall)
- Where necessary ensure that the Fire Service has been called.
- Ensure that everyone leaves the building immediately and in an orderly fashion
- Ensure that the doors are closed once everyone has left the building
- Ensure that no persons remain in the building
- Ensure that no persons enter the building during the emergency
- Proceed to the assembly point and check that all personnel are accounted for

On the arrival of the Fire Service the 'Responsible Person' or deputy will make him/herself known to the fire officer in charge, and pass on any relevant information such as if anyone is not accounted for.

5. Fire Safety Training

Members and regular Users of the hall must:

- Understand the character of fire, smoke & toxic fumes
- Know the fire hazards involved in the Village Hall
- Practise and promote fire prevention
- Know the right action to take if fire breaks out, or smoke is detected
- Be familiar with the evacuation procedures and escape routes appropriate to their location

6. Fire risk assessment

Fire Risk Assessments must be carried out in conformance with current legislation (Regulatory Reform (Fire Safety) Order 2005 (England & Wales)).

Next scheduled review date: March 2025.