

Etal Village Hall - Fire Safety Policy

1. 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 Etal Village Hall committee to prevent or minimise the probability of all causes of fire.

Etal 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.

Etal 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 person with responsibility for this policy is Richard Baker a committee member.

2. 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.

3. Responsible persons

Etal Village Hall (the Charity) has delegated day to day responsibility for managing fire safety to Richard Baker 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, including that required by new starters.
5. Keep adequate records.

4. 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 consult with the volunteers and hirers (where relevant) on all relevant matters of fire safety policy and arrangements and will ensure volunteers and hirers are kept informed of any changes that are made to fire safety procedures.

5. Fire Safety Training

Committee members will be given training on fire safety and will receive refresher training as appropriate.

All volunteers and hirers will be instructed to report any defective or missing equipment to Richard Baker.

Further training may be required if there are any changes that may affect fire safety.

6. Equipment/Testing

Firefighting equipment will be provided by the Charity. In general, this means fire extinguishers, but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the fire safety risk assessment.

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

An appropriate fire detection will be installed. The type and extent of the alarm system provided will be based on the findings of the fire safety risk assessment. Alarm systems will be tested regularly, and records kept. Visitors will be informed when these tests are scheduled.

Emergency lighting will be provided for escape routes, where applicable. The location and type will be determined by the findings of the fire safety risk assessment.

Operation of fire doors and emergency exits, including any automatic closers, will be tested and recorded in the fire log six monthly, or more often if dictated by the fire risk assessment.

7. Fire Safety Procedures

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

1. Emergency escape routes will be established and kept free from obstruction at all times.
2. Fire exit doors will be kept in good working order and unlocked at all times the premises are occupied.
3. The risk of fire spreading through the building will be controlled by the provision of fire/smoke detectors.
4. Signs and notices will be displayed in prominent locations, giving appropriate instructions, to hires and others, of what to do in the event of a fire.
5. Signs will be provided to indicate the position of fire extinguishers and to indicate the emergency exit routes.

8. Record Keeping

1. Record of annual inspection and test of all firefighting equipment.
2. Records of periodic tests of emergency lighting (where fitted).
3. Records of all scheduled and unscheduled maintenance of fire detection.
4. 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).

Adopted by Etal Village Hall trustees January 2024

Reviewed: - January 2025, January 2026