



## **THE VICTORY HALL WARSASH FIRE POLICY**

This policy applies to all employees, user groups, hirers, regular users and contractors using and working in The Victory Hall.

### **Statement**

The issue of Fire Safety is taken extremely seriously and the Management Committee will strive to ensure that The Victory Hall charity and its employees comply with the Regulatory reform (Fire Safety) Order 2005. More importantly we will strive to ensure the safety of all persons who have a legitimate right to be in, on or in the vicinity of the premises from fire and its effects.

### **Responsibilities of the Management Committee**

The Management Committee will, as the body in control of the premises be the 'responsible person'.

The responsible person is responsible for complying with the Regulatory Reform (Fire Safety) Order 2005 and is required to either carry out a fire risk assessment and then take the necessary steps to reduce or remove the risk so that it is as low as possible, or delegate this task to somebody else.

The responsible person will appoint the Hall Manager as the 'competent persons' to undertake the risk assessment and carry out any of the preventative and protective measures.

A competent person is someone with enough training and or experience and or knowledge and other qualities to be able to implement these measures properly.

### **Responsibility to Employees, User Groups and Hirers**

The Management Committee has a responsibility to ensure that employees, user groups 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.

Employees, user groups 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.

Employees, user groups and hirers who are responsible for the sessions/meeting/events held on the premises must identify a named 'Responsible Person' present who must ensure that they have a list of persons attending.

At large public events where individual attendance lists are impracticable such as music festivals, weddings and parties, a number of 'Responsible Persons' should be identified in order to supervise and control any emergency that may arise.

In the event of an evacuation of the building, the 'Responsible Person/s' for that session/meeting/event/group will take the record of attendees to the assembly point situated in the car park of The Silver Fern public house and assist with the evacuation of the building.

### **Duties of the 'competent person'**

Ensure safe systems of work are in place with regard to fire safety

Check that the firefighting 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 Committee

Report any defects that may compromise fire safety to the Organisation's Chairperson

Report any obstructions to fire doors or fire escape routes

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

### **Duties of a nominated 'responsible person'**

Ensure that the alarm has been sounded

Confirm that the fire brigade has been called.

If possible locate the person raising the alarm and determine the extent of the fire

Ensure that all employees, user groups, hirers and regular users are aware of the emergency

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 procedure

Proceed to the assembly point in the car park of the Silver Fern public house and check that all personnel are accounted for

On the arrival of the fire brigade 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.

## **Fire Safety Training**

Members of user groups on the premises 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

## **Fire risk assessment**

Fire Risk Assessments must be carried out in conformance with the Regulatory Reform (Fire Safety) Order 2005 (England & Wales), (Appendix 1).

The Victory Hall Risk Assessments are maintained and updated Annually by the nominated 'Competent Person'

All employees, user groups, hirers and regular users must ensure that they are familiar with these risk assessments and with the alternative means of escape in case of fire by walking the routes from the area in which they are working/using.

Employees, user groups, hirers and regular users should familiarise themselves with the designated assembly point in the Silver Fern Car Park and all the fire exits in the building

**Any person suspecting or discovering a fire should:**

Raise the alarm by breaking the glass of the nearest fire alarm call point

Dial 999 – ask for the Fire Brigade

Leave the building by the nearest available exit route

**DO** exit quickly and calmly by the nearest exit route

**DO** go directly to open air

**DO** close the door on the way out

**DO NOT** stop to collect personal belongings

### **Any person hearing a continuously sounding fire alarm must:**

Leave the building by the nearest available exit route

Go directly to the assembly point in the car park of The Siver Fern public house

The 'Responsible Person' should ensure that all persons have left the building

Never re-enter the building until instructed to do by the Fire Officer

Instructions given by the 'Responsible Person' must be followed

### **Evacuation procedures for disabled and wheelchair users**

On hearing the fire alarm, the 'Responsible Person' within that area will ensure that anyone who is physically disabled, mentally impaired, vulnerable or in a wheelchair, evacuate the building by the nearest available exit and is assisted, if necessary, to the assembly point.

### **Deaf/hearing and blind/visually impaired persons**

Visual signs are situated throughout the building

Deaf or hearing-impaired persons should be encouraged to advise other hall users if they are likely to be in an isolated/quiet area in order they may be notified in the event of a fire alarm being raised

Blind and visually impaired persons should, with their nominated assistant, agree a procedure for evacuation in the event of a fire alarm being raised.

## **Evacuation drills**

In accordance with fire safety legislation, the nominated 'Competent Person' will carry out fire evacuation drills from time to time

The 'Responsible Person' for user groups and regular hall users should also carry out fire drills with their specific attendees

These drills will monitor the effectiveness of local evacuation procedures.

Records of all evacuation drills will be kept by the Hall Manager.

## **Training instruction & information**

Records of all fire training should be kept by the Hall Manager

All new employees shall be given local fire safety induction training

This will include identification of escape routes, location of fire extinguishers, where the assembly point is located as well as any local hazards they need to be made aware of.

Signed.....

Print: .....

On behalf of the Management Committee