



FIRE SAFETY POLICY AND PROCEDURES (DRAFT)

V3 Up-dated 12.11.11

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1. Policy Aims

1.1. Our Fire Safety Policy aims to ensure:

- a. the Committee meet their legal requirements;
- b. that effective fire prevention, fire management and evacuation procedures are in place;
- c. that Hall hirers and users have a framework to support their safe use .

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2. Policy Statement

- 2.1. East Worlington Parish Hall Committee has formulated this policy to support its legal responsibilities and obligations under the Regulatory Reform (Fire Safety) Order 2005.
- 2.2. Under the requirements of the legislation the Committee hold the corporate responsibility of the 'Responsible Person' and appoint one of the Committee as the 'Competent Person' to fulfil the 'Responsible Person' duties.
- 2.3. The Committee take the safety of people using the hall, including users and hirers, the committee, volunteers, employees and contractors, very seriously, and take all actions that ensure any risk is minimised to its lowest possible level within the constraints of the building.
- 2.4. The Committee recognises that the building, which is Grade 2 listed and of cob and thatch construction, provides some challenges and restriction in relation to fire safety measures compared to those that may be possible in a newer and purpose built hall. However the Committee endeavour to strike a balance between ensuring sufficient fire safety measures are in place for the safety of people, while maintaining the character of the building and undertaking such measures that are possible within the limitations of the building and its location.
- 2.5. The Committee adopt a 'common sense approach', which enables user's needs and requirements to be accommodated as much as is possible.
- 2.6. The Committee confirm that the hall is a no smoking building, including in close external proximity to the building, e.g. in School Lane and the car park..
- 2.7. A Fire Risk Assessment will be maintained and reviewed annually. The Fire Risk Assessment will inform the necessary measures and procedure to continue to make the building as safe as possible and ensure effective implementation of the fire safety management strategies.

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3. Definition of Terms

3.1. These are the terms as they are applied for East Worlington Parish Hall

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|-----------------------------|--|
| a. Responsible person | The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005. This is the East Worlington Parish Hall Management Committee. |
| b. Competent Person | A person with enough training and experience or knowledge and other qualities to enable them properly undertaking the management of fire risk assessment and fire safety policy and procedures. S/He is the member of the Committee appointed by the Committee to undertake these duties |
| c. Fire Safety Manager | A nominated person with responsibility for carrying out day-to-day management of fire safety. This is the same person as the 'Competent Person' |
| d. Fire Safety Co-ordinator | This is the person at each event that is the person responsible for that event (or their nominated representative) who is the 'responsible person' for the event and takes a lead role in co-ordinating any fire safety management procedures including evacuation. |
| e. Fire Steward | The person or persons nominated for any specific event to be alert to ensuring the implementation of fire prevention procedures and assist others to leave the building safely during an evacuation |
| f. Child / Young Person | Health and safety law defines people by age:

a young person is anyone under eighteen years of age (young people);

a child is anyone who is not over compulsory school age. |

Health and Safety Executive
<http://www.hse.gov.uk/youngpeople/law>

- | | |
|--|---|
| g. Disabled Person /
Person living with
disability | Any person living with physical and / or
mental impairment that affects their ability to
perform normal daily activities. |
| h. Person with poor or
restricted mobility | Any person who has permanent or temporary
difficulties in mobility when compared to
'normal' mobility by the majority of people.
E.g. an elderly person or someone with a
broken leg on crutches. |

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4. Responsibilities

4.1. Committee Responsibilities

The Committee must ensure:

- a. all legal requirements and obligations are fulfilled
- b. a competent / responsible person is appointed (from the Committee)
- c. a fire risk assessment is undertaken and reviewed annually
- d. fire safety management procedures are in place
- e. clear and relevant information about risks and safety measures is available and used effectively
- f. appropriate instruction and training is available for the Competent / Responsible Person and Fire Safety Co-ordinators and Fire Stewards
- g. appropriate resources are available to support the implementation of the Policy
- h. the implementation of this policy is monitored and reviewed annually.

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4.2. Appointed Competent Person Responsibilities

The Appointed Competent / Responsible Person must:

- a. carry out a fire-risk assessment to identify possible dangers and risks and create a plan that reduces the risk of fire and the safety of users as far as is possible
- b. support the Committee in the creation of a Fire Safety Policy and manage its effective implementation
- c. communicate clearly with the rest of the Committee
- d. ensure that the hall and necessary fire protection equipment is maintained in an efficient state and in good working order and repair by a competent person and in accordance with any manufacturer's instructions;
- e. ensure that the Committee co-operate with each other to keep the hall safe from fire and its effects and do not do anything that places themselves, other people or the hall at risk;

- f. make sure that the whole committee are consulted and informed with regard to fire safety matters but in particular;
- g. provide appropriate instruction in the use of equipment
- h. ensure the Committee are aware of any risks identified and the measures taken to reduce the risk;
- i. ensure the Committee are aware of any proposals for improving fire precautions;
- j. be aware of presence of dangerous substances and the risk of these to users of the premises and fire fighters, making all necessary actions to reduce that risk;
- k. ensure that there is an agreed system for contacting the emergency services and evacuating the building if necessary;
- l. clarify risks associated with hall users including disabled, elderly those with poor mobility and children;
- m. manage the reduction of the risk from fire, as far as reasonably possible
- n. put in place fire precautions to deal with any risks that remain;
- o. make sure there is protection if you use or store flammable or explosive materials;
- p. create an evacuation plan;
- q. create a plan to deal with emergencies;
- r. keep records on risk assessments, the current fire safety policy, procedures, training and drills. The routine maintenance of all fire alarm systems and emergency lighting and extinguishers must also be recorded.

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4.3. Fire Safety Co-ordinator (Responsible person for each event)

4.3.1. Before the event the Fire Safety Co-ordinator should be aware of:

- a. What fire protection systems are present;
- b. How a fire will be detected;
- c. How people will be warned if there is a fire;
- d. How the evacuation of the premises should be carried out;
- e. Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- f. Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- g. How the fire and rescue service and any other necessary services will be called;
- h. Procedures for meeting the fire and rescue services on their arrival and notifying them of any special risks;
- i. What instruction employees or helpers need and the arrangements for ensuring that this training is given;
- j. Limitation on numbers of people;
- k. Confirm there are no locks which need removing from fire doors;
- l. Exit doors are required to be in the unlocked position are secure; and
- m. Checking that all escape routes are clear of obstructions and combustibles.

4.3.2. Before the event the Fire Safety Co-ordinator should decide:

- a. The arrangements for fighting fire
- b. The arrangements for means of escape of disabled persons
- c. The duties and identity of staff who have specific responsibilities if there is a fire (of the three nominated stewards); all day events will need rotational cover to accommodate times of hire
- d. The arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;
- e. Who will be responsible for calling the fire and rescue service and any other necessary service;
- f. Who will meet the fire and rescue service on their arrival and notifying them of any special risks; and
- g. Your plans to deal with people once they have left the premises, especially children and the disabled.

4.3.3. At the start of the event the Fire Safety Co-ordinator should ensure all those present are aware of the following information:

- a. The non-smoking policy;
- b. The emergency warning signal;
- c. The identification of fire stewards;
- d. Location of exits and escape routes and fire fighting equipment;
- e. Taking only valuables immediately to hand but not go to collect other belongings;
- f. The location of muster points; and
- g. What will happen after that (e.g. re-entry to the building).

4.3.4. During the event the Fire Safety Co-ordinator should ensure that:

- a. Escape routes and exit do not become blocked;
- b. The 'smoking policy' is adhered to;
- c. No naked flames are started;
- d. Rooms do not become overcrowded;
- e. Noise levels cannot drown out the fire alarm;

4.3.5. If an evacuation is required the Fire Safety Co-ordinator must:

- a. Before leaving the building ensure the Fire Stewards are in place and evacuation has started
- b. If the situation requires it due to immediate danger to people support the evacuation
- c. Go to the nearest telephone and call the Fire Service
- d. Return to the building but don't re-enter.

- e. Support people leaving the building and guide them to the muster station.
- f. Receive reports from the Fire Stewards that the building is clear or that people are trapped.
- g. When the Fire Service arrive report to the lead Fire Officer.
- h. Make a decision in conjunction with the lead Fire Officer if the building can be re-entered.
- i. Report the fire to the Committee 'Competent Person' or the nominated Committee contact person for that specific event.

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4.4. Fire Stewards

- 4.4.1. Fire Stewards are required to support the safe evacuation of people within the building and if no danger to themselves or others fight small fires.
- 4.4.2. If no danger to themselves Fire Stewards should check the building is clear and be the last people to leave the premises.
- 4.4.3. Report to the Fire Safety Co-ordinator that the building is clear or if people are trapped.

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4.5. Hall Users

- 4.5.1. All hall users have a personal responsibility to ensure that they are aware of fire exits, fire evacuation routes, fire evacuation procedures and location of the muster station procedures.
- 4.5.2. All hall users have a responsibility to ensure they do not behave in a way that increases the risk of fire and the lives and well-being of other hall users.
- 4.5.3. All hall users have the responsibility to ensure they raise the warning if they sight fire in any part of the building.
- 4.5.4. All hall users have the responsibility to ensure the Fire Safety Co-ordinator / Responsible Person for each event is aware if the users becomes aware of any increased risk of fire due to any fire safety defects in the building, the increase in risk due to combustible materials

close to site of fire ignition (e.g Christmas trimmings near heaters, etc.), or the behaviour of others that increases risk of fire ignition.

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5. Number of Fire Safety Co-ordinators and Fire Stewards

5.1. Fire Safety Co-ordinator

5.1.1. There must be a Fire Safety Co-ordinator for each event. This is the Responsible Person for the specific event.

5.2. Fire Stewards

5.2.1. The number of Fire Stewards will vary depending on the number of people and risks associated with each event.

5.2.2. There must be a minimum of **one** Fire Steward for each event with 60 or less people but this may be increased if the risk factors with the event are increased.

5.2.3. There must be a minimum of **two** Fire Stewards for each event over 60 people and less than 80 people but this may be increased if the risk factors with the event are increased.

5.2.4. There must be a minimum of **three** Fire Stewards for events over 80 people but this may be increased if the risk factors with the event are increased.

5.2.5. If any event exceeds 100 people a minimum of **four** Fire Stewards must be appointed.

5.2.6. The number of Fire Stewards for any specific event must be confirmed at the time of booking the Hall for the event.

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6. Building Construction and Design and Evacuation Time

6.1. The Committee consider the Hall to be of Medium toward High Risk and therefore require that the maximum evacuation time has to be 2.5 minutes. The reason for this judgement is as follows:

Medium Risk

6.1.1. The building is old and is not designed and built to modern fire safety requirements and materials and therefore not low risk.

- 6.1.2. The Hall is of simple layout with one main hall, a kitchen room at one end, a foyer and toilet area and a storeroom.
- 6.1.3. The travel distance from any part of the Hall to the nearest fire exit is not greater than 10 Metres.
- 6.1.4. The walls of the main hall are made of stone and cob with internal wooden panelling to a height of 1.25 Metres, wooden suspended floor and fire retardant material ceiling supported on wooden ceiling joists. There is a wooden stage to one end of the hall. There are double door opening outwards into the foyer area. The main identified source of fire ignition is from wall mounted heaters which are above head height and not near to any combustible materials.
- 6.1.5. The foyer and toilet block, and kitchen area are made with solid wall construction with skimmed plaster board ceiling, tiled roofing and solid floors. There are no concerns about fire ignition in the foyer and toilet area, and there are double doors from the foyer to the outside opening outwards. The main source of fire ignition in the kitchen area is from electrical equipment, e.g. cooker, electric kettle and electric water heater. There are two single doors from the stage end of the main hall into the kitchen and one single fire exit door from the kitchen area to the outside.
- 6.1.6. The storeroom is mainly of solid wall construction, with a wooden floor on top of a solid floor and a roof covered in slates and tiles. There is no concern about a source of fire ignition in the storeroom, though there are wooden items stored there.

Towards High Risk

- 6.1.7. The main reason for judging the Hall toward a high risk building is the thatched roof of the main hall.

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7. Maximum Numbers and Exits

7.1. Given a maximum 2.5 minute evacuation

- a. 200 people could evacuate the building through the main exit double doors
- b. 100 people could evacuate the building through the fire exit door in the kitchen area.

However other factors have to be considered as outlined below.

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8. Maximum Numbers and Building Regulations

8.1. By using the formula in Building regulations:

- 8.1.1. a maximum of 90 people can be seated in rows in the main hall if all other items e.g. tables, piano, etc. are removed from the hall;
- 8.1.2. a maximum of 83 people can be seated in rows in the main hall if items such as tables and pianos remain in the Hall;
- 8.1.3. a maximum of 150 people could be standing in the Hall if all other items e.g. tables, piano, etc. are removed from the hall;
- 8.1.4. a maximum of 135 can could be standing in the Hall if other items e.g. tables, piano, etc. remain in the hall.
- 8.1.5. However a maximum of 100 people can evacuate the Hall through the fire exit in the kitchen area in the required time and this has to be taking into consideration when planning any event.
- 8.1.6. A maximum of 74 people could be seated around table in the main hall and this could be increased to 80 people by utilising the stage as a seated area.
- 8.1.7. If any event because of the nature of that event requires to allow numbers of people above the defined maximums a separate Fire Risk Assessment must be undertaken to inform the decision of whether to allow the event or not and which additional safety measures must be implemented.
- 8.1.8. In calculating the maximum numbers for any event the maximum number will be reduced if those using the hall increase the risk factor for example if they are disabled or have poor mobility, have special needs which influence their ability to respond to requests to evacuate the hall or if they are children.

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9. Fire Risk Assessment

- 9.1. The Committee will ensure that a Fire Risk Assessment is in place for all events.
- 9.2. A new Standard Fire Risk Assessment will be undertaken every three years by the Competent Person and others, as necessary and appropriate, commissioned by the Committee and reviewed annually by the Committee.
- 9.3. The Standard Risk Assessment will inform the Fire Safety Policy and General Fire Safety Procedures.

9.4. The Standard Fire Risk Assessment and General Fire Safety Procedures will apply to the majority of events at the Parish Hall; however there may be events that fail to be covered by this Assessment and the associated Procedures.

9.5. If a prospective hirer requests a booking for an event that cannot be reasonably accommodated within the Standard Fire Risk Assessment and General Fire Safety Procedures the following actions and processes must be followed:

- a. The Booking Secretary must inform the Committee's Fire Safety Responsible / Competent Person.
- b. The Committee's Fire Safety Responsible / Competent Person must discuss, with the prospective hirer, their specific needs and requirements. It is the responsibility of the Committee's Fire Safety Responsible / Competent Person to decide if the proposed event can be safely accommodated within the Standard Fire Risk Assessment and General Fire Safety Procedures.
- c. If it is not possible to hold the event within the Standard Fire Risk Assessment and General Fire Safety Procedures but the event could be accommodated within the Hall if specific risks were assessed and special fire safety procedures implemented the hirer is informed that to enable the booking to be made the following needs to be actioned and agreed to:
 - i. The Committee's Fire Safety Responsible / Competent Person will undertake a Specific Fire Risk Assessment and the cost of this will be added to the hire charge.
 - ii. The Committee's Fire Safety Responsible / Competent Person will produce an event specific hire requirements document, which will be added to the hire agreement and must be implemented by the hirer.
 - iii. The hirer will need to agree to the above.
 - iv. The request for hire will be taken to full Parish Hall Management Committee for their agreement before the booking can be confirmed.
- d. If the Committee's Fire Safety Responsible / Competent Person decides that the event cannot be safely accommodated in the Hall under any circumstances the hirer is informed of this decision.
- e. If the hirer wish to appeal against this decision s/he should contact the Committee's Secretary and the appeal considered by the full Committee who make the final decision.

10. Fire Alarm

- 10.1. The Committee will ensure that resources are available to install and maintain all necessary Emergency Smoke Detection and Heat Detection Fire Alarms
- 10.2. The 'Competent Person', will ensure that all necessary Emergency Smoke Detection and Heat Detection Fire Alarms are in place, well maintained and tested regularly.

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11. Signs and Emergency Lighting

- 11.1. The Committee will ensure that resources are available to install and maintain all necessary Emergency Exit signage and Emergency Lighting.
- 11.2. The 'Competent Person', will ensure that all necessary signage and emergency lighting is in place, well maintained and tested regularly.

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12. Fire Fighting Equipment

- 12.1. The Committee will ensure resources are made available to enable the Hall to have all the necessary and adequate fire fighting equipment including, fire extinguishers and fire blankets.
- 12.2. The appointed Competent / Responsible Person will ensure the equipment is in place, up-to-date and functions properly.
- 12.3. The appointed Competent / Responsible Person will ensure training is available from time to time to enable Fire Wardens and Fire Stewards to develop their knowledge, skills and confidence.

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13. Fire Stewards Equipment

- 13.1. The Committee will ensure resources are made available to enable the Hall to have the necessary equipment for Fire Stewards, including illuminated jackets and high powered flash lights.
- 13.2. The appointed Competent / Responsible Person will ensure the equipment is in place, up-to-date and function properly.

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14. Fire Drills and Practices

- 14.1. Fire Drills and Practices are features of good fire safety practice. The Committee recognises the difficulty of enabling and ensuring different hall users have the opportunity to practice an evacuation. To minimise the effect of this limitation, the Committee will:
- a. Ensure fire evacuation procedures are documented and this information provided to all necessary people as required;
 - b. Ensure all Committee members who have a Fire Safety Co-ordinator or Fire Steward role access training;
 - c. offer training to Fire Safety Co-ordinators and Fire Stewards;
 - d. expect significant users (e.g. the school), to undertake an annual fire evacuation drill with the children;
 - e. require the Competent Person to review evacuation procedures annually and undertake 'mock' scenarios to 'test' the procedures.

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15. Notifications

- 15.1. All hall users must be aware of the fire exits, fire exit routes, muster station locations, fire evacuation procedures and appointed fire stewards.
- 15.2. The Responsible Person (hirer of the hall) / Fire Safety Co-ordinator must be confident this information is known by all hall users and provide appropriate fire safety instructions at the beginning of each event as required.
- 15.3. The Committee will ensure that notifications are available and accessible for all hall users. These will include written instructions for the event's Responsible Person (hirer of the hall) / Fire Safety Co-ordinator, and posters, signs and notices prominently displayed in the hall.

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16. Evacuation Plan

- 16.1. If fire is sighted, there is a warning call, or the fire alarm sounds evacuation must be started immediately irrespective of the size of the fire.
- 16.2. The Fire Safety Co-ordinator and the Fire Stewards must respond immediately. While they should follow the planned procedure their actual actions will depend on a number of factors, including: the number and nature of the people in the hall, the seat of the fire, the nature of the fire, the available evacuation routes, etc.

- 16.3. The Fire Safety Co-ordinator is the person in overall control and management of the situation.
- 16.4. It is considered that the areas of the hall that could create the most problems during an evacuation are people going through doorways, and people using the steps between the hall floor and the stage. It is also considered that the exit route through the kitchen area generally provides more hazards than exit through the main hall double door exit. It is for these reasons that the indicative Fire Steward stations, (shown on the Evacuation Route diagrams in the Appendix), are located to provide maximum support in these areas. It may be that Fire Stewards need to provide support in different parts of the hall or maybe to respond to a specific situation, e.g. to help a specific person or people, but this should be done in a co-ordinated way with the Fire Safety co-ordinator and other Fire Stewards.
- 16.5. Evacuation should be through the nearest fire exit. Diagram 1 in the Appendix shows the indicative escape routes.
- 16.6. Diagram 2 in the Appendix shows the indicative evacuation routes if the Fire Exit route through the kitchen area is not possible.
- 16.7. Diagram 3 in the Appendix shows the indicative evacuation routes if exit through the Main Exit doors is not possible.
- 16.8. Diagram 4 in the Appendix shows the indicative seating plan for chairs in rows with indicative evacuation routes.
- 16.9. Diagram 5 in the Appendix shows the indication seating plan when tables are in use with indicative evacuation routes.
- 16.10. **Children and Young People** must be supervised in a maximum ratio of 1 appropriate adult to 16 children / young people. The responsible person for any event for children and young people or events where children and young people are present should decide if the supervision should be increased, maybe because of the young age of the children, or any special needs of any specific child or group of children. All children and young people must be able to leave the building safely and within the maximum 2.5 minutes evacuation time and supervision must be provided appropriately by the hall user to ensure both these requirements can be achieved. When possible, for example if used regularly by the school, children should have practice evacuation drills at least once a year. Special awareness needs to be made for children who are new to using the hall.
- 16.11. Special care needs to be taken during an evacuation that children and young people behave in such a way as not to increase the risk to their lives or the lives of other hall users and supervision and preparation should be used to minimise this problem.

- 16.12. There may be times when to reduce the risk to children and young people that the maximum number in the hall is reduced and this should be agreed when the booking is made.
- 16.13. **People who have a disability or restricted mobility** must be able to leave the building safely within the maximum evacuation time of 2.5 minutes. People who have a disability or restricted mobility must have an appointed carer who will help should an evacuation be required. Fire Stewards should be aware of anyone who might need support during an evacuation and take actions to ensure this support is available, while not endangering their own lives or the lives of others.
- 16.14. People who have a disability or restricted mobility must sit close to an exit, or in a direct line of access to an exit. People who use wheel chairs must be accommodated, in a place near an exit, that enables their evacuation promptly and does not hinder the evacuation of others, by for example, blocking a clearway.
- 16.15. The steps between the hall floor and the stage provide a specific risk to people who have a disability or restricted mobility if the evacuation route through main exits is blocked and evacuation has to be made through the kitchen. To minimise this risk one Fire Steward must be stationed by the steps and another Fire Steward, plus carers, must support people up the steps. Fire Stewards will need to be very aware of people who have difficulties and respond effectively and efficiently to their needs.
- 16.16. There may be times when to reduce the risk to people with a disability or restricted mobility that the maximum number in the hall is reduced and this should be agreed when the booking is made.

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17. Records

- 17.1. The Committee will keep records of:
- a. Committee members who have a Competent Person or Fire Safety Officer or Fire Steward role and the training each has undertaken;
 - b. All checks of fire warning, signage and fire fighting equipment;
 - c. Any incidents that might occur;
 - d. All identified risk-related issues and the response to each.

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18. Communications

- 18.1. The Committee recognise the importance of and aims to achieve effective communication to ensure the implementation of effective fire prevention and fire management practices.
- 18.2. Good relationships and communications between the Committee and the hall's neighbours are vital to ensure that those who could be affected by fire in the hall and those that could affect the hall's fire prevention strategy are well informed and engaged in overall ensuring the whole neighbourhood is as safe from fire as possible.
- 18.3. Effective communication within the Committee will contribute to a well-informed Fire Safety Strategy and aids its consistent implementation. Relationships between the 'Competent Person' and the rest of the committee are especially vital in achieving the best possible fire safety practice.
- 18.4. Effective communication between the Committee and hirers will contribute to the effective implementation of this Fire Safety Policy with hall users and enable any issues identified by hirers to be fed-back into the Policy reviewing process.
- 18.5. Effective communication between the Committee and Devon and Somerset Fire Service will contribute to a relevant and effective Fire Safety Policy and support an effective response by the Fire Service should an incident occur.
- 18.6. Effective communication between the Responsible Person / Fire Safety Co-ordinator for each event and the event attendees will ensure people are well-informed and any fire evacuation procedures well co-ordinated.
- 18.7. Effective communication between the Responsible Person / Fire Safety Co-ordinator and Fire Stewards for each event will ensure roles, responsibilities and practices are well understood and any fire evacuation well co-ordinated.

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19. Training

- 19.1. The appointed Competent / Responsible Person must have the relevant knowledge, understand and skills to fulfil the role and access any training as required.

- 19.2. The Fire Wardens/Fire Safety Co-ordinators and Fire Stewards appointed by the Committee must have received appropriate training and instruction to ensure they can fulfil their duties effectively and efficiently.
- 19.3. Training will be offered, from time to time, to provide learning opportunities for Fire Wardens/Fire Safety Co-ordinators and Fire Stewards appointed by hiring organisations for their specific organisations.

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20. Telephone

- 20.1. There is poor mobile phone reception in the area which means that a mobile phone cannot be relied on to call the Fire Service
- 20.2. The nearest public telephone is adjacent to Oak, Ash and Thorn cottage approximately 150 Metres down the hill from the Hall which should be used to call the Fire Service.
- 20.3. In the unlikely situation that the public telephone is not working attempts should be made to raise awareness of local residents until it is possible to call the Fire Service.

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21. Monitoring and Review

- 21.1. The Committee will monitor the implementation of this policy by hall users through general awareness at events they attend and feedback any observations through the regularly Committee meetings.
- 21.2. The Competent Person will be accountable to the Committee for the management of this Policy and can be asked about its implementation at any of the regular Committee meetings.
- 21.3. The Competent Person will provide an annual report to the Committee on the implementation of this Policy.
- 21.4. This Policy will be reviewed annually to ensure it remains relevant and effective.

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22. References

- a. Fire Safety Risk Assessment - Small and Medium Places of Assembly (Communities and Local Government website)
<http://www.communities.gov.uk/documents/fire/pdf/144821.pdf>

- b. Fire Safety in Village Halls - Village Halls Information Sheet 37 May 2007 © ACRE
<http://www.sercc.org.uk/downloads/buildings/Fire%20Safety%20in%20Community%20Buildings.pdf>
- c. Regulatory Reform (Fire Safety) Order 2005 (legislation.gov.uk website)
<http://www.legislation.gov.uk/ukxi/2005/1541/made>
- d. Devon County Council Fire Safety Policy (September 2011)
- e. Building Control Guidance Note APPROVED DOCUMENT B (FIRE SAFETY) – VOLUME 2 Buildings other than dwelling houses (2006 Edition) – MAIN CHANGES.
- f. Health and Safety Executive - Young people at work and the law
<http://www.hse.gov.uk/youngpeople/law/>
- g. Charity Commission – Village Halls and Community Centres
<http://www.charity-commission.gov.uk/Publications/rs9.aspx#23>
- h. Devon and Somerset Fire and Rescue Service – Safety at Work and Other Places
<http://www.dsfire.gov.uk/YourSafety/SafetyAtWork.cfm?siteCategoryId=4&T1ID=36>
- i. Devon and Somerset Fire and Rescue Service - Community Safety Fire Protection Strategy
<http://www.dsfire.gov.uk/YourSafety/documents/FPstrategyANDEIA.pdf>
- j. Devon and Somerset Fire and Rescue Service - Fire Safety Risk Assessment for Small to Medium Premises
<http://www.dsfire.gov.uk/YourSafety/SafetyAtWorkandotherplaces/RiskAssessments/SmalltoMediumPremises.cfm?siteCategoryId=4&T1ID=36&T2ID=58&T3ID=174>
- k. Devon and Somerset Fire and Rescue Service – reference: HM Government Regulatory Reform (Fire Safety) Order 2005 A Short Guide to Make Your Premises Safe from Fire
<http://www.dsfire.gov.uk/YourSafety/documents/AShortGuidetoMakingYourPremisesSafeFromFire.pdf>
- l. Dorset Halls Network - Calculating the maximum numbers that can safely occupy your hall. (Revised; December 2009).
<http://www.dorsethalls.net/content/calculating-maximum-numbers-can-safely-occupy-your-hall>
- m. Business Link - Fire safety and risk assessment
<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1074253164>

- n. Thanks are also expressed to: Kevin Parfitt, Fire Protection Officer, Devon and Somerset Fire & Rescue Service, Bideford Group and Derry Clark, Chulmleigh Fire Officer, Devon and Somerset Fire and Rescue Service.

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23. Diagrams

DIAGRAM 1 - EVACUATION ROUTES USING BOTH EXIT

DIAGRAM 2 – EVACUATION ROUTES USING MAIN EXIT DOORS ONLY

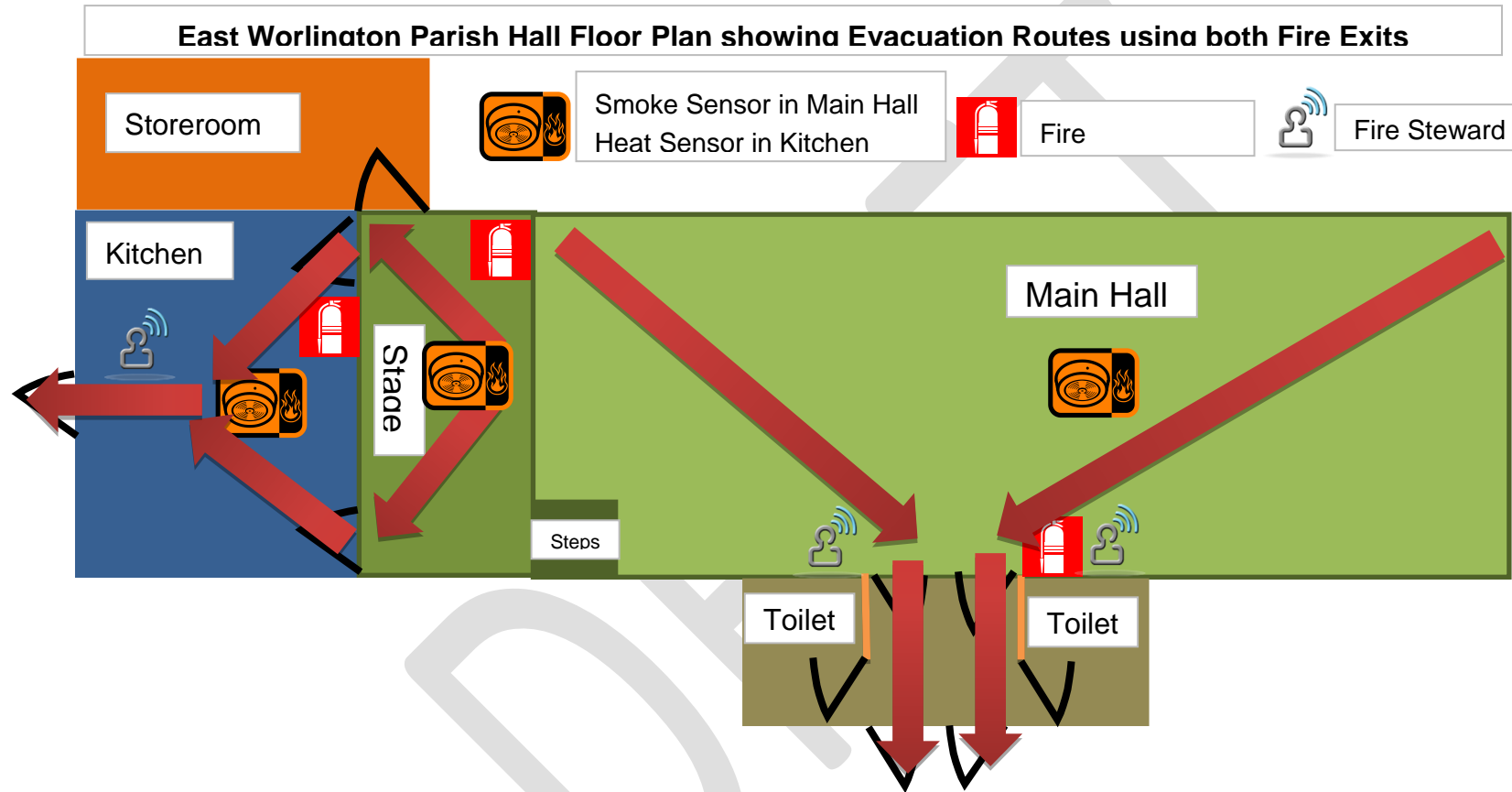
DIAGRAM 3 – EVACUATION ROUTES USING KITCHEN EXIT ONLY

DIAGRAM 4 – SEATING PLAN WITH CHAIRS IN ROWS SHOWING INDICATIVE FIRE EVACUATION ROUTES

DIAGRAM 5 - SEATING PLAN USING TABLES SHOWING INDICATIVE FIRE EVACUATION ROUTES

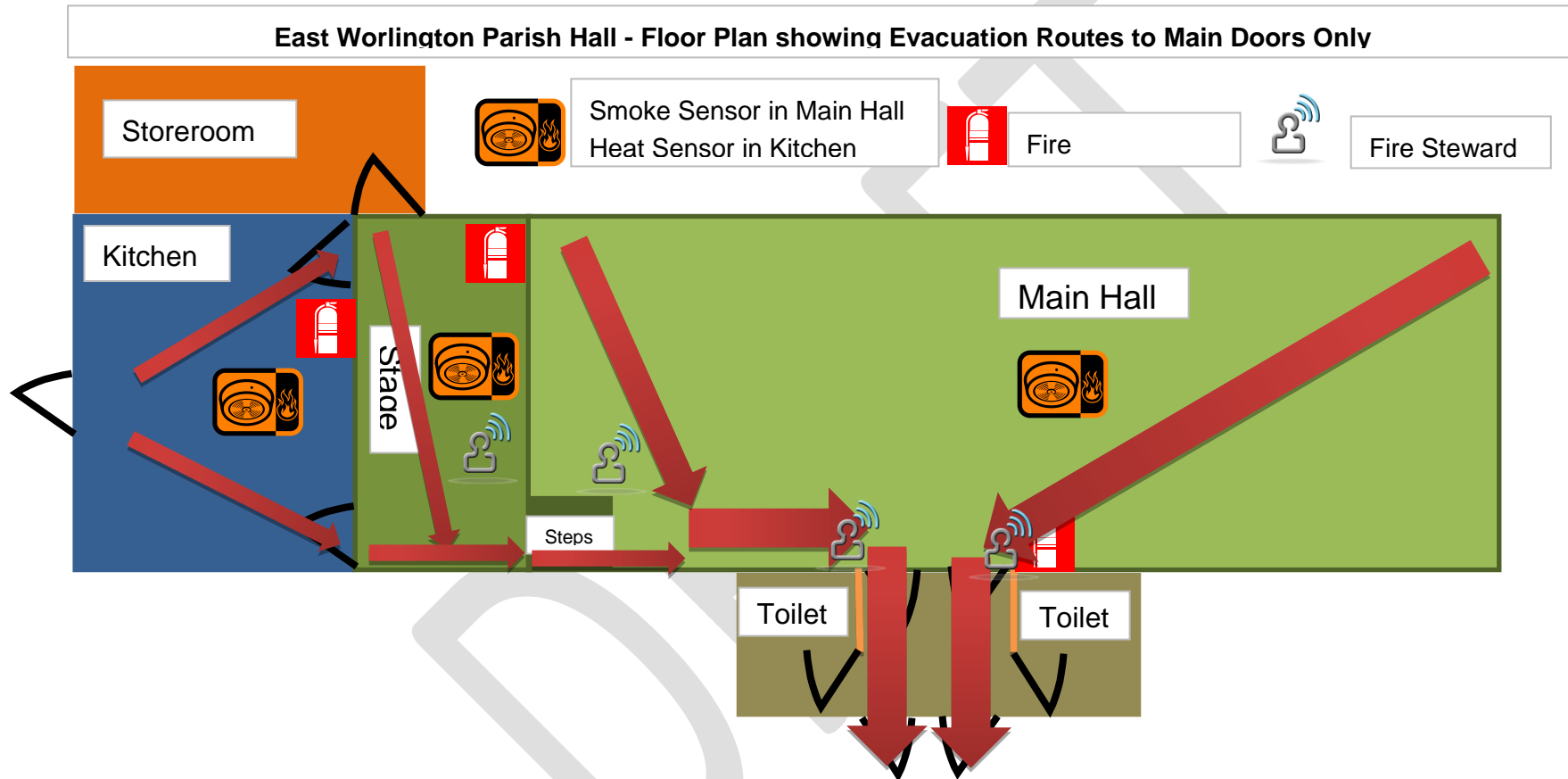
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Diagram 1 - Evacuation Routes Using Both Exits



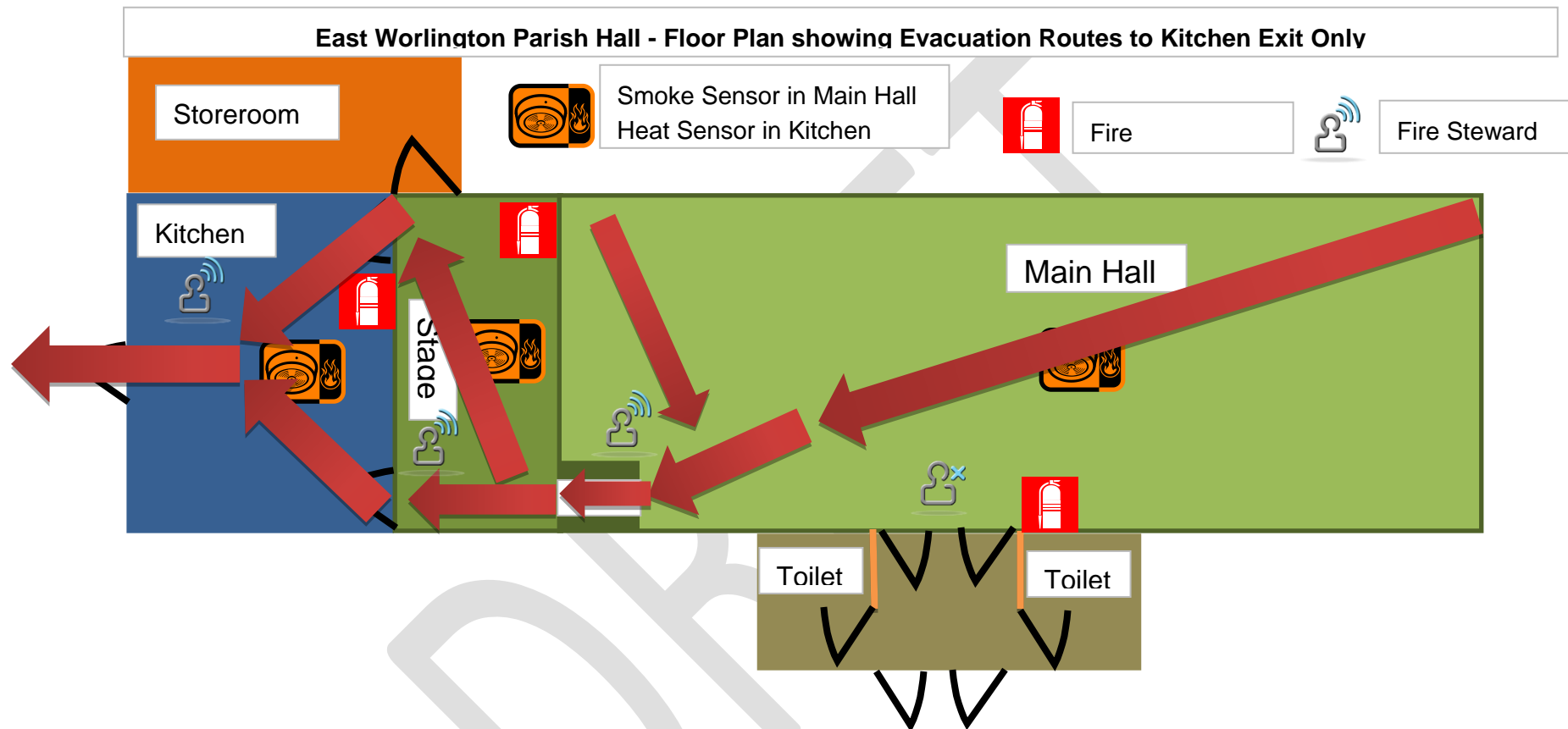
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Diagram 2 – Evacuation Routes Using Main Exit Doors Only



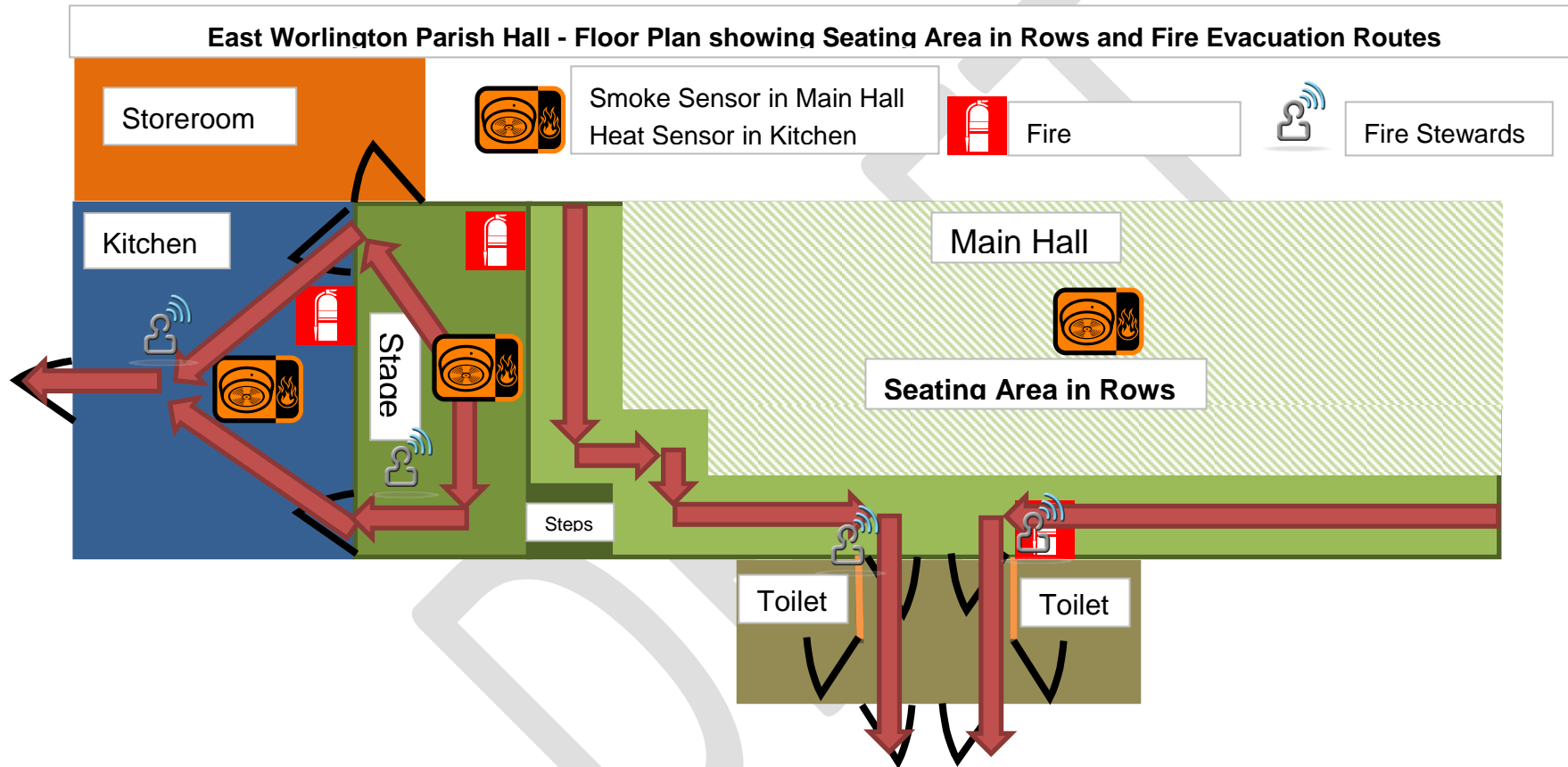
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Diagram 3 – Evacuation Routes Using Kitchen Exit Only



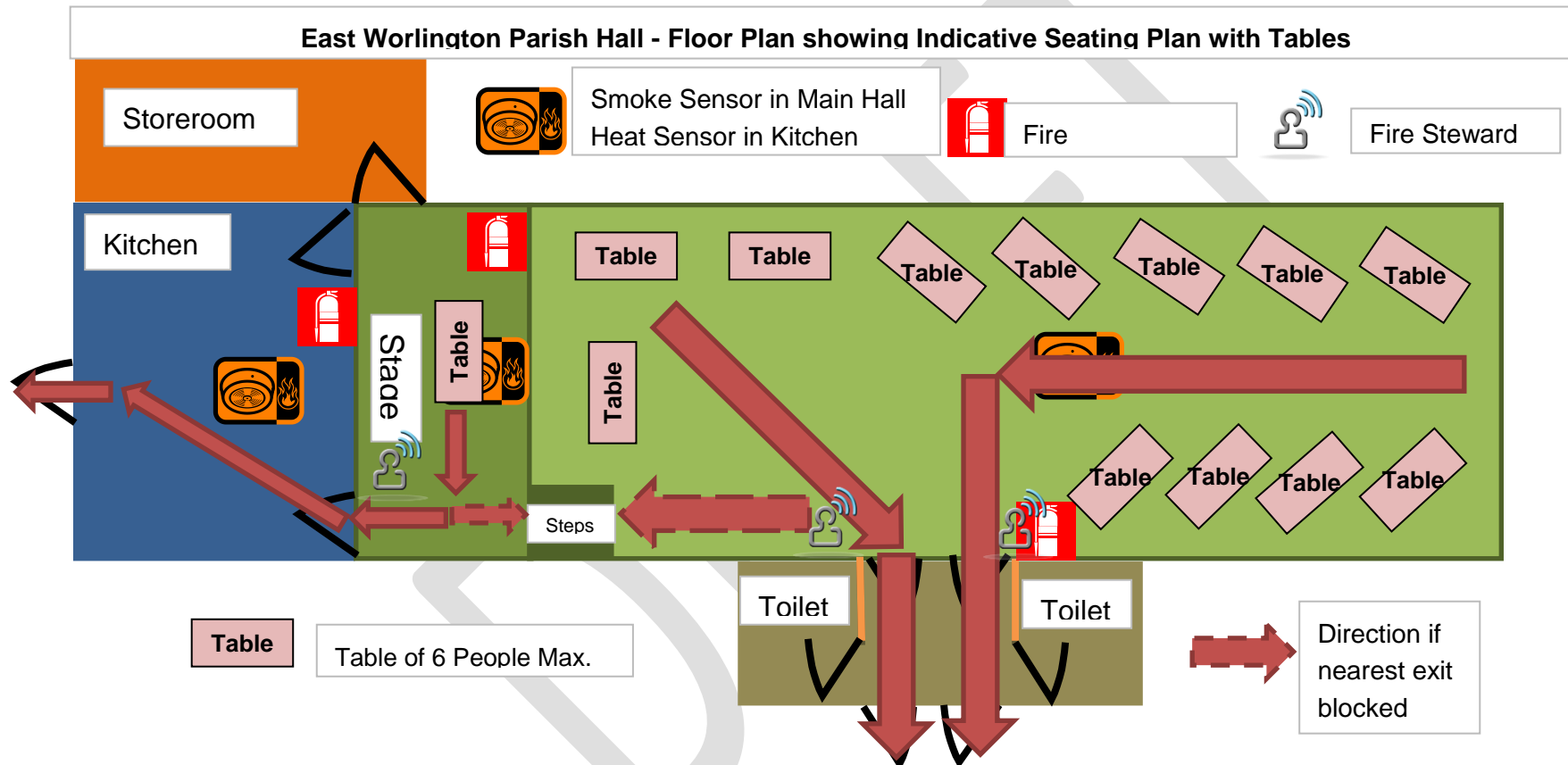
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Diagram 4 – Seating Plan with Chairs in Rows Showing Indicative Fire Evacuation Routes



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Diagram 5 - Seating Plan Using Tables Showing Indicative Fire Evacuation Routes



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24. Appendices

Appendix 1 - Fire Safety Procedures - Instructions For Hirers

Appendix 2 - General Fire Procedures - Actions To Be Taken In Case Of Fire

Appendix 3 – Muster Station Location

Appendix 4 – Risk Factors

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Appendix 1 – Instructions For Hirers



FIRE SAFETY PROCEDURES

INSTRUCTIONS FOR HIRERS

- It is the hirer's responsibility to ensure the safety of all occupants of the hall for the event.
- All occupants must be aware of the fire exits and procedures in case of fire.
- The named hirer must act as the Fire Safety Co-ordinator for the event.
- Fire Stewards must be appointed in line with the fire safety requirements of the event.
- The Fire Stewards must know what to do in the case of fire.
- Within the hall you must ensure that there is a clear 'passageway' for all people to move from their position in the hall to a fire exit and that the route to the fire exit, and the fire exit itself, is clear of obstructions.
- The named hirer must ensure that the fire exits are working properly before people are admitted into the Hall.
- If the alarm sounds or a fire warning is called evacuate the building in an orderly manner paying particular attention to anyone disabled or in need of special help e.g. children, injured persons on crutches, pregnant women etc. All occupants must leave the building and move to the Muster Station which is located **in the lane beyond the bungalows adjacent to East Worlington T road junction** (on leaving the building walk up the road)

- Following an evacuation occupants must not re-enter the building until advised to do so by the Fire Safety Co-ordinator
- In the event of a fire the Fire Service must be called, no matter how small the fire might be.
- Fire extinguishers are available but should only be used by people who have been trained to do so.
- A First Aid box is located in the kitchen.
- There are no telephone facilities in the Hall. The nearest public phone is adjacent to Oak, Ash and Thorn Cottage. Turn left out of the main exit and walk down the road about 150 Metres.
- If there is an emergency with the building please inform one of the people of the list below when it is safe to do so.
- This is a no smoking premises including the external close proximity to the building, for example in School Lane and the car park.

Contact 1

Steve Baber

01884 861640

Chair of the Management Committee

Contact 2

Campie Hurst- Bannister

01884 860332

Vice-chair of the Management Committee

Contact 3

Jude Coldwell

01884 860775

Secretary of the Management Committee

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Appendix 2 – Action To Be Taken In Case Of Fire



GENERAL FIRE PROCEDURES

ACTIONS TO BE TAKEN IN CASE OF FIRE

If you discover a fire:

- Operate the nearest fire alarm and/or call a fire warning
- Leave the building immediately through the nearest safe fire exit

If you hear the fire alarm and/or a fire warning:

- Leave the building immediately through the nearest safe fire exit
- Do not stop to collect your personal possessions
- If directed by Fire Stewards, follow their instructions

Assemble at the **Muster Station** which is located **in the lane beyond the bungalows adjacent to East Worlington T road junction** (on leaving the building walk up the road)

Do not re-enter the building until advised to do so by the Fire Safety Co-ordinator

**FOR YOUR OWN SAFETY PLEASE ENSURE THAT YOU KNOW
WHERE THE FIRE EXITS ARE LOCATED AND WHAT TO DO IN
CASE OF A FIRE**

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MUSTER STATION IN THE CASE OF FIRE



Please be aware of the Fire Safety Procedures of East Worlington Parish Hall

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Appendix 4 - Risk Factors



Risk Factors

The following factors need to be considered when assessing risk:

- Sources of fire ignition – anything that could start a fire is viewed as a risk factor.
- Fuel for a fire – this is anything that could burn and combustible material and substances should be kept to the entail minimum.
- Source of fire ignition and combustible materials and substances must be kept apart.
- The type of seating /standing plan – e.g. seated in rows theatre style, cabaret style, circle of chairs, etc.
- The type of event – e.g. performance, meeting, dance, etc.
- The numbers of people
- The type of people – children, elderly, restricted mobility, special needs, pregnant women, etc.
- The use of alcohol

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