

FIRE SAFETY POLICY

Responsibilities for the Management Committee

East Cowton Village Hall CIO (ECVHC) is a registered charity responsible for the management of East Cowton Village Hall. The ECVHC Management Committee is responsible for the day-to-day management of the Village Hall. The ECVHC is comprised of elected members.

The ECVHC Management committee is responsible for ensuring that this Fire Safety Policy is understood and implemented by hirers of the hall.

The ECVHC Committee (The Committee) will implement the following to ensure the fire safety of all users of the Village Hall and the Building:

1. FIRE SAFETY CO-ORDINATOR

The Committee will appoint one of its members to act as the Village Hall's Fire Safety Co-ordinator. This person will co-ordinate a Rota from The Committee members for regular Fire safety checks (detailed on items below) which they will sign off the results in the Fire safety Logbook. The Co-ordinator will monitor that all inspections have been carried out.

2. FIRE SAFETY LOGBOOKS

All relevant Fire Safety logbooks detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc, will be maintained by The Committee.

3. FIRE ALARM SYSTEM

There is a smoke alarm and heat alarm fitted in the kitchen and small meeting room. There is no fire alarm.

4. SMOKE DETECTORS

There is a smoke detectors fitted in small meeting room.

5. FIRE FIGHTING EQUIPMENT

Firefighting equipment will be provided in appropriate places within the Village Hall, according to the particular fire risk posed (e.g. Fire Blanket within the kitchen). All firefighting equipment will be visually checked at least on a monthly basis by The Committee and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded. Any extinguisher that has been discharged / damaged must be replaced immediately by a recognised contractor.

6. EMERGENCY LIGHTING

All emergency lighting will be visually checked at least on a monthly basis by The Committee and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

7. ESCAPE ROUTES AND EXITS

All Village Hall escape routes and exits are clearly signed and will be kept free from obstruction at all times, to ensure safe evacuation from the building.

8. ELECTRICAL SYSTEM AND APPLIANCES

The Village Hall's electrical wiring installation will be inspected every 5 years by a recognised contractor, and the results recorded.

All portable electrical appliances provided by The Committee will be tested bi-annually by a recognised contractor, and the results recorded.

The Village Hall's Water Heaters (3No) will be serviced annually by a recognised contractor, and the results recorded.

9. SIGNAGE & ASSEMBLY POINT

Details of escape routes; evacuation procedures and assembly points should be recorded on the "Fire Action Notice" displayed in the hall. All fire exit signage MUST include a pictogram, i.e. the "running man".

The Fire Safety Co-ordinator should designate a safe assembly point to be used in the event of an evacuation. All Hall users' & visitors are made aware of its location which should clearly be indicated on the Fire Action Notice.

10. FIRE SAFETY INSPECTIONS

The Committee will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment.

- All firefighting equipment is present and serviceable in a floor stand or wall mounted and not used as a "door stop".
- all fire routes and exits are free from obstruction.
- all fire doors are kept shut when not in use and not propped open, vision panels must never be obstructed.
- all emergency lighting are working;
- any flammable liquids are correctly stored; and
- there is no accumulation of rubbish within or near the building to create a fire hazard.

The results of these fire safety inspections should be recorded.

11. FIRE RISK ASSESSMENTS

The Committee Fire Risk Assessment will be undertaken on at least an annual basis by the Fire Risk Co-ordinator, and the results recorded.

The Fire Risk Assessment will be a Standing Agenda Item at all Committee Meetings, to ensure that additional Fire Risk Assessment reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities of hirers.

12. FIRE AND EMERGENCY EVACUATION

All users of the Village Hall will be required to familiarise themselves with the 'FIRE Safety Guidance and Emergency Plan' for Hirers, (attached as Appendix 1 at the end of this Policy statement) which is **Also displayed on the Hall's Notice Board within the Hall.**

The Committee will recommend that all regular Hirer's of the Hall should conduct formal fire evacuation drills for their event attendees.

The committee is to ensure that Hirer's of the Hall brief any disabled people and/or their assistants attending, regarding their best evacuation route from the Village Hall in the event of a fire or an emergency.

Appendix 1.

FIRE Safety Guidance and Emergency Plan for Hirers

Safety Guidance

YOU, THE HIRER are the '**RESPONSIBLE PERSON**' in the event of a Fire or an Emergency within East Cowton Village Hall during your hire of the Village Hall.

At all times East Cowton Village Hall is in use, the '**RESPONSIBLE PERSON**' must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

Your priority should always be to Save Lives and not the building!

BEFORE YOUR EVENT STARTS:

- Ensure that you have a fully charged mobile phone to hand.
- Check that the Village Hall 'Fire Exit' lights are working.
- Check that all Village Hall 'Fire Exit' routes are not blocked, e.g. by tables, chairs or other equipment;
- Check that you know where the Village Hall's Fire Extinguishers are stored, and the different uses of the water and powder fire extinguishers.
- Check that the specific Fire Doors, two in to the Kitchen and one escape door from the kitchen to the exterior, have not been propped open.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Check that no balloons or other decorations have been hung within the Village Hall so that they could fall down and obstruct a Fire Exit.
- Inform all of your Attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' outside at the Parish Garden, in the event of a fire or an emergency.
- Ensure that you are aware of the best evacuation route for any disabled people and/or their assistants, from the Village Hall in the event of a fire or an emergency.
- **Take time to locate the Evacuation Blanket in the small meeting room and read instructions for its use.**

DURING YOUR EVENT:

- Count number of attendees are at your event.
- Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or an emergency.
- Ensure that no vehicle obstructs the Village Halls' main entrance ramp, so that wheelchair users and those with prams/buggies may be able to leave the Village Hall safely.
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the Street.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g., smoking, use of candles or other naked flames).
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

END of YOUR EVENT:

- Search for smouldering fires that may be left burning.
- Check that heaters and cookers are turned off.
- Check that all electrical appliances are turned off and/or unplugged.
- Turn out all lights.
- Close all internal doors.
- Secure all outside doors and windows.

EMERGENCY PLAN:

In the Event of a Fire or some other emergency: **Take Command!**

- Give loud and clear instructions.
- Tell everybody to:
 1. In an orderly manner, to immediately evacuate the building using the nearest available exit and give assistance to Hall users with visual or hearing difficulties & wheelchair users as necessary; and
 2. gather at the 'Assembly Point', [Parish Garden](#) and to wait there for you.
- Do not attempt to tackle a fire unless trained and confident to do so.

Call **THE FIRE BRIGADE - DIAL 999** and give this address:

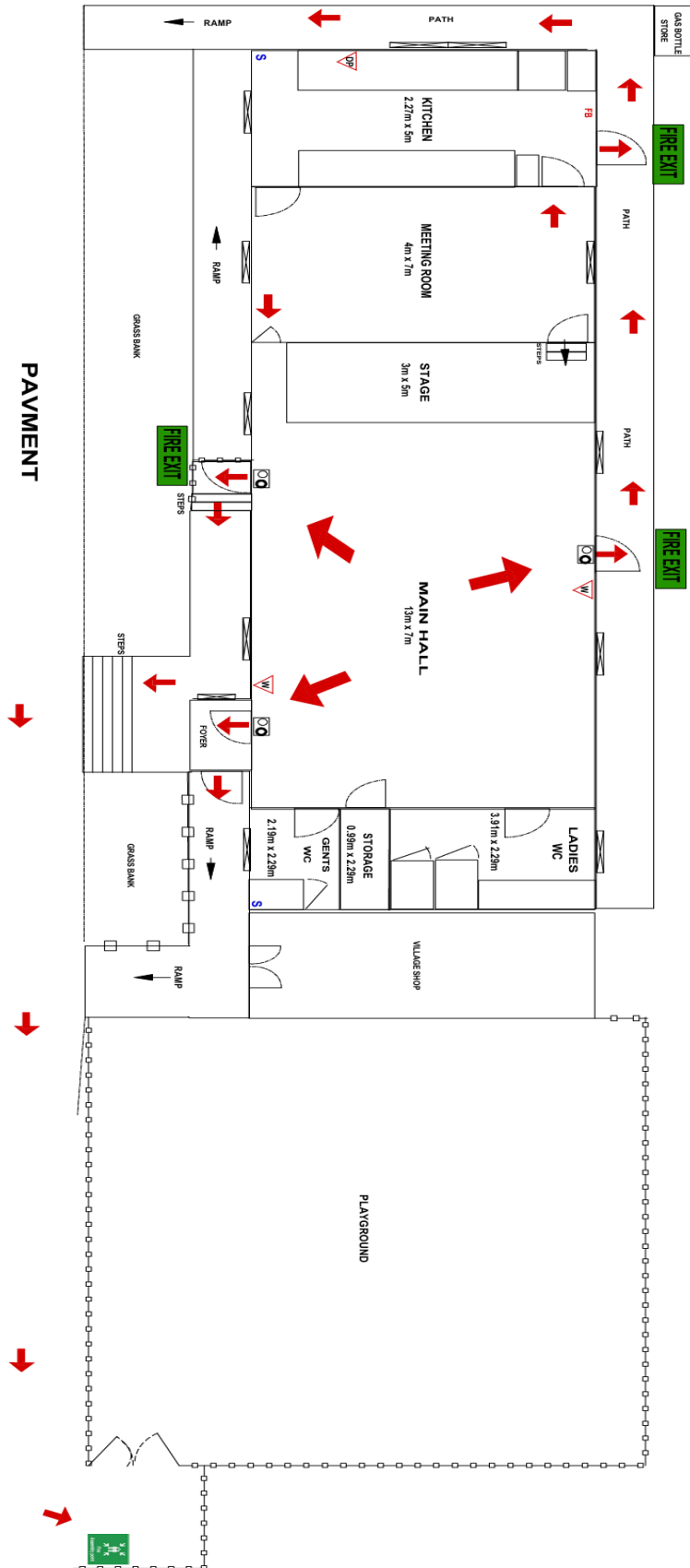
**East Cowton Village Hall
Main St,
East Cowton,
Northallerton
DL7 0DF**

- Check every Village Hall room that it is safe to enter, to ensure that everyone has left the Village Hall.
- Fire extinguishers may be used to clear a safe passage to a Fire Exit.
- Once outside, at the 'Assembly Point', check that everyone is accounted for.
- Check that The Street and the area around the Village Hall is clear for the emergency services vehicles.
- Do not allow anyone to enter the Village Hall until a fire officer tells you it is safe to enter.
- Ensure a key holder and has been notified remains available to give the Fire Brigade access if necessary.
- Contact a member of the East Cownton New Village Hall Association Management Committee on one of the telephone numbers shown below:

Chairperson	Jim Crabbe	07855 250 107
Treasurer	John Tucker	07967 173 674
Secretary	Barbara Hibbert	07841 646 899
Hall Booking	Jim Crabbe	07710 457 741
Member	John Best	07446 416 060

EAST COWTON VILLAGE HALL

EVACUATION PLAN



KEY

- EVACUATION ROUTE →
- FIRE BLANKET FB
- WATER STOPCOCK W
- EMERGENCY LIGHT
- FIRE EXTINGUISHER - WATER S
- FIRE EXTINGUISHER - DRY POWDER
- ASSEMBLY POINT

EAST COWTON VILLAGE HALL
Main St, East Cowton, Northallerton DL7 0DF