

NETHERAVON, FITTLETON AND HAXTON VILLAGE HALL

THE PHOENIX HALL

FIRE SAFETY POLICY

The Phoenix Hall is a registered charity with trustees responsible for its management. The Phoenix Hall Management Committee (PHMC) is responsible for the day-to-day management of the hall. The PHMC comprises of elected members and members who represent some of the regular hirers of the hall. The PHMC is responsible for Fire Safety Policy and Emergency Plans.

The PHMC will implement the following to ensure the fire safety of all users of the Village Hall:

1. Fire Safety Logbooks

All relevant fire safety logbooks including Fire Risk Assessments, alarm tests and firefighting equipment checks, will be held and maintained by the Parish Clerk and Chariman.

2. Fire Alarm System

A fire alarm test will be carried out monthly on at least one call point, with the results recorded in the logbook. The fire alarm system is inspected yearly by a recognised contractor, with the results recorded.

3. Escape Routes and Exits

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

4. Signage and Assembly Point

Details of escape route, the emergency plan and assembly points should be recorded on the Fire Notices adjacent to manual call points.

5. Emergency Lighting

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

6. Firefighting Equipment

Firefighting equipment will be provided in appropriate places with the Village Hall according to the risk posed. All firefighting equipment will be visually checked at least monthly by the Village Hall Chairman and will be serviced and maintained on an annual basis by a recognised contractor with the results

recorded. Any extinguisher noticed to have been discharged or damaged must be replaced immediately by the recognised contractor.

7. Electrical Systems and Appliances

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

All portable electrical appliances provided in the Village Hall will be PAT tested annually by a recognised contractor, with the results recorded.

The Heating system will be serviced annually by a recognised contractor, with the results recorded.

8. Fire and Emergency Evacuation

All users of the Village Hall are required to familiarise themselves with this "Fire Safety Policy" which is sent to all hirers of the Hall. A copy of the policy can also be found on the notice board in the Hall lobby.

9. Fire Safety Inspections

Regular visual inspections of the Village Hall and its fire safety equipment will be conducted by the Chairman (monthly) and the PHMC (quarterly).

These inspections should ensure, as a minimum, that:

- All fire routes and exits are free from obstruction;
- All fire doors are kept shut and not propped open with door stops;
- All emergency lighting is working;
- All firefighting equipment is present and serviceable and stored correctly;
- Any flammable liquids are correctly stored;
- 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.

10. Fire Risk Assessments

A fire risk assessment will be undertaken on an annual basis and the results approved by the PHMC

The Fire Risk Assessment will be a standing item for all PHMC meetings, to ensure that additional 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 or hirers.