

Glentworth Village Hall
Stoney Lane
Glentworth
Lincolnshire
DN21 5DF



GLENTWORTH VILLAGE HALL

POLICY and PRINCIPLES

FIRE SAFETY

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1 DEFINITIONS

GVH	Glentworth Village Hall
Management	GVH Committee
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User.

2 SCOPE

The Policy applies to Management and Users of GVH.

3 POLICY

Management will reduce the risk of death or injury to Users of GVH to as low as is reasonably practicable.

4 PRINCIPLES

4.1 Management

- Management shall undertake a Fire and Safety Risk Assessment.
- Management shall implement all the requirements identified in the Fire and Safety Risk Assessment.
- Management shall implement the Fire Safety Checks listed in Section 6.
- The Fire and Safety Risk Assessment shall be reviewed for suitability:
 - annually;
 - on any significant change to GVH or its use; or
 - on any change to fire safety regulationsand update as appropriate.

4.2 Users

Users of GVH shall appoint a responsible person for Fire and Safety.

Users should not introduce any additional fire hazards to GVH, e.g. sources of fire ignition, combustible material close to an ignition source.

If a fire is detected Users of GVH shall follow the GVH Fire Safety Evacuation Plan described in Section 5 below.

5 GVH FIRE SAFETY EVACUATION PLAN

The Fire Action notice is displayed prominently throughout the building.

The evacuation plan for GVH is:

- If a person discovers a fire and the fire alarm has not sounded the person discovering the fire, should shout fire.
- On hearing the fire alarm or the shout “fire” all people shall evacuate the hall in an expeditious manner by the nearest exit.
- All doors should be closed once the building is evacuated.
- All people shall proceed to the assembly point which is the gravel area adjacent to the road in the front of the building.
- The responsible person shall perform a roll call to ensure all people have evacuated the hall.
- The responsible person shall advise the Fire Service as soon as possible after a fire is discovered. This would normally be a 999 call. Note there are no dangerous substances on the premises.
- A competent person should where possible attack the fire provided no unacceptable risks are taken.
- No person should re-enter the hall unless permitted by the Responsible Person, who would take guidance from the Fire and Rescue Service.

The contact for the emergency services would normally be Lincolnshire Fire and Rescue Services. GVH does not have a telephone therefore a mobile telephone should be used. In the absence of a mobile telephone one of the neighbouring houses should be approached.

6 FIRE SAFETY CHECKS

Fire Safety check is an item on all agendas of the Management meetings. Meetings are typically held monthly and the minutes shall record that a Fire Safety check has been made. If there are any failures and/or observations these shall be noted together with any necessary actions and their resolution.

6.1 General

- Emergency procedure information clearly displayed.
- Access for fire engines kept clear (driveway).
- Rubbish and waste material cleared promptly.
- Electrical equipment safe and not subject to overloading.

- Introduction of new fire safety hazards (i.e. candles, entertainment equipment) reviewed as acceptably safe.
- Any changes to the building, its contents and its use reviewed to see if they affect the fire safety risk assessment.
- Minutes of the Glentworth Village Hall committee record fire safety checks.

6.2 Monthly

- Escape routes clearly marked, doors unobstructed and associated illuminated exit signs operational.
- Fire alarm.
- Emergency lighting.

6.3 Authorised external body

(Check of fire alarm and protection equipment and emergency lighting)

- 6 monthly check.
- 12 monthly check.

7 FIRE AND SAFETY RISK ASSESSMENT

A copy of the current Fire and Safety Risk Assessment is available on the GVH web site.

It was concluded that GVH is compliant with the UK fire safety regulations for village halls.

The main basis of this conclusion is an assessment against the publication "Fire Safety Risk Assessment, small and medium places of assembly". Compliance is shown against both the Fire Safety Order safety duties and with the check lists.

This conclusion might have been expected. GVH is a modern single storey building completed in 2001, which when used is usually single occupancy. When built it was compliant with all relevant standards and regulations for fire safety, including: fire detection and alarm systems; fire extinguishing equipment; and ample evacuation routes designed to accommodate disabled people.