

Thursday, 08 February 2018



Paul Gay

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## *Notice*

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This policy applies to all employees, user groups, hirers, regular users and contractors using and working at Harby Village Hall.

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### *Responsibilities of Harby Village Hall Committee of Management*

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- i. Harby Village Hall Committee of Management will, as the body in control of the premises, be the 'responsible person'.
- ii. 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.
- iii. The responsible person must appoint one or more 'competent persons' (who can be committee members) to undertake the risk assessment and carry out any of the preventative and protective measures required.
- iv. A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly. (A village hall committee member who knows the building and the use made of it could probably be judged to have enough 'knowledge and other qualities' if provided with information about companies servicing the hall's fire protection equipment, maintenance schedules, fire officer's contact details and previous advice).
- v. There is no requirement to undertake a training course.

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

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- i. Harby Village Hall Committee of Management 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.
- ii. Employees, user groups and hirers should be fully instructed with regard to fire procedures and the use of equipment, and be provided with written instructions.
- iii. 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.

- iv. At large public events where individual attendance lists are impracticable such as fetes, festivals and parties, a number of 'Responsible Persons' should be identified in order to supervise and control any emergency that may arise.
- v. In the event of an evacuation of the building, the 'Responsible Person/s' for that session/meeting/event will take the record of attendees to the assembly point and assist with the evacuation of the building.

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### *Duties of the 'Competent Person'*

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- 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

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### *Duties of the nominated 'Responsible Person' in the event of a fire*

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- Ensure that the alarm has been sounded **and** 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 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 any one is not accounted for.

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## *Fire Safety Training*

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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

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## *Fire Risk Assessment*

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- Fire Risk Assessments must be carried out in conformance with the Regulatory Reform (Fire Safety) Order 2005 (England & Wales), (see Appendix 1 – Fire Safety Risk Assessment Procedure).
- The Village Hall Risk Assessments are maintained and updated annually or after material alterations by the nominated 'Competent Person/s'
- 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 at the far end of the car park next to the gate for The Leys and all the fire exits in the building.

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

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- 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

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

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- Leave the building by the nearest available exit route
- Go directly to the assembly point at the far end of the car park next to the gate to the Leys playing field
- The 'Responsible Person' should ensure that all persons have left the building
- Never re-enter the building until instructed to do so by the Fire Officer.
- Instructions given by the 'Responsible Person' must be followed

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## *Evacuation procedures for disabled and wheelchair users*

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- 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.

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

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- 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.

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## *Evacuation drills*

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- 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 fire training should be kept by the Village Hall Committee of Management

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### *Training instruction & information*

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- 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

Date: \_\_\_\_\_

## **Appendix 1**

### **Fire Safety Risk Assessment Procedure for Harby Village Hall**

The aims of the fire risk assessment are:

- To identify the fire hazards
- To reduce the risk of those hazards causing harm as much as reasonably practicable
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building if a fire does start

A fire risk assessment must be carried out and kept up to date to ensure that all the fire precautions in the premises remain current and adequate. As long as there have been no material alterations and all the physical fire precautions have been properly maintained this should be undertaken annually.

A Fire Risk Assessment Checklist is available to assist with the Risk Assessment.

The risk assessment should ensure that the fire safety procedures, fire prevention measures and fire precautions (plans, systems and equipment) are in place and working properly and identify any issues that need attention. The assessment of fire risk in Harby Village Hall is carried out against standards set out in the Regulatory Reform (Fire Safety) Order 2005.

The results for each assessment area are recorded on separate assessment records. It is then possible to determine any additional fire precaution, which may be required using guidance given in the Fire safety Risk Assessment document.

The term hazard includes anything that has the potential to cause harm.

The term risk indicates the chance of that harm occurring.

The fire risk assessment process comprises five steps:

Step 1 – identify the existing fire hazards

- sources of ignition
- sources of fuel
- sources of oxygen

Step 2 – identify the people at risk

- people in and around the premises
- people who are especially at risk

Step 3 – evaluate, remove or reduce, and protect from risk

- evaluate the risk of a fire starting
- evaluate the risk to people from a fire
- remove or reduce fire hazards
- remove or reduce the risks to people from a fire
- protect people by providing fire precautions
- fire-fighting
- escape routes

## Harby Village Hall – Fire Policy

- lighting
- signs and notices
- maintenance

### Step 4 – record, plan, inform, instruct and train

- record any major findings and action taken
- prepare an emergency plan
- inform & instruct relevant people
- provide training

### Step 5 – review

- review the fire risk assessment annually unless there have been material alterations and if so after those alterations
- make changes where necessary