



EAST WOODHAY VILLAGE HALL

FIRE SAFETY POLICY

RESPONSIBILITIES FOR THE MANAGEMENT COMMITTEE

East Woodhay Village Hall Management Committee is responsible for the implementation of this Fire Safety Policy.

FIRE SAFETY OFFICER

The management committee will appoint one of its members to act as the Fire Control Officer. This person will be responsible for fire safety checks which they will record in the Fire Safety Log Book.

FIRE SAFETY LOG BOOKS - All relevant Fire Safety Log Books detailing alarm tests, firefighting equipment, checks, etc., will be maintained by the management committee

FIRE ALARM SYSTEM

A Fire Alarm Test is carried out monthly by the Fire Control Officer, with results recorded in the Log Book.

SMOKE DETECTORS

Smoke Detectors are tested monthly, and results recorded in the Fire Safety Log Book. The detectors are checked for expiry dates (they generally last for approximately 10 years).

FIRE FIGHTING EQUIPMENT

Fire Fighting Equipment is provided in appropriate places within the building, according to the particular risk posed. All Fire Fighting Equipment is visually checked at least monthly by the management committee and will be serviced and maintained on an annual basis by a recognised contractor, with the results recorded. Any extinguisher which has been discharged or damaged must be replaced immediately by a recognised contractor.

EMERGENCY LIGHTING

All Emergency Lighting will be visually checked at least monthly by the management committee and will be serviced and maintained on an annual basis by a recognised contractor, with the results recorded

ESCAPE ROUTES AND EXITS

All Escape Routes and Exits will be clearly signed and kept free from obstruction, to ensure safe evacuation from the building. Fire safety information will be displayed in each room.

ELECTRICAL SYSTEM AND APPLIANCES

East Woodhay Village hall fixed electrical wiring will be inspected every five years by a recognised contractor and the results recorded.

All portable electrical appliances provided by the management committee will be tested every 3 years by a recognised contractor and the results recorded.

SIGNAGE AND ASSEMBLY POINT

Details of Escape Routes, Evacuation Procedures and Assembly Point will be recorded on the 'Emergency Plan' and displayed in the Main Foyer and all rooms. All fire exit signs MUST include a pictogram, i.e. the 'running man'.

The management committee has designated an Assembly Point at the tennis court which will be used in the event of an evacuation. All Hirers and Users of East Woodhay Village Hall are made aware of its location, which is clearly indicated on the Emergency Plan.

FIRE SAFETY INSPECTIONS

There are regular visual inspections of East Woodhay Village Hall and all its fire safety equipment:

- All firefighting equipment (e.g. Fire Extinguishers and the fire blanket) is present and serviceable. That Fire Extinguishers are 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 in doors must never be obstructed.
- All emergency lighting and smoke detectors 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 are recorded in the quarterly Management Committee minutes

FIRE RISK ASSESSMENTS

The East Woodhay Village Hall Fire Risk Assessment is undertaken on at least an annual basis by the Fire Control Officer, and the results recorded.

The Fire Risk Assessment is a standing item at all East Woodhay Village Hall management committee meetings. This ensures 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.

FIRE AND EMERGENCY EVACUATION

All Hirers of East Woodhay Village Hall are required to familiarise themselves with the Fire Safety Guidance and Emergency Plan for Hirers (attached as Appendix 1 at the end of this Policy), which is also displayed in each room available for hire.

East Woodhay Village Hall management committee recommend that all Hirers of the hall should inform attendees of the Fire Safety Guidance and /or conduct formal fire evacuation drills for their event.

FIRE SAFETY GUIDANCE EAST WOODHAY VILLAGE HALL

SAFETY GUIDANCE

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

At all times East Woodhay 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

- Check that the Fire Exit lights (at each external door) are working.
- Check that all Fire Exit routes (at each external door) are not blocked, e.g. by tables, chairs or boxes.
- Check that you know where the Fire Extinguishers are stored and how to use them (**PULL AIM SQUEEZE SWEEP**):
 - Main Hall: water and carbon dioxide fire extinguishers.
 - Main Foyer: water and carbon dioxide fire extinguishers.
 - Kitchen: fire blanket, and water and carbon dioxide fire extinguishers.
- Check that all electrical equipment that has been brought into, and is being used within Village Hall has undergone Portable Appliance Testing (PAT) within the last two years and an up-to-date sticker is displayed.
- Check that any decorations are displayed in such a way that they will not block a Fire Exit.
- Inform all your attendees of the Fire Exit routes and the Assembly Point (at the tennis Court) in the event of a fire or an emergency.

DURING YOUR EVENT

- Count the number of attendees at your event.
- Ensure that the Fire Exits do not become obstructed.
- Brief anyone with visual, hearing or mobility issues, and/or their companions, regarding their best evacuation route in the event of a fire or an emergency
- Ensure that no vehicle obstructs the Main Entrance paved ramp, so that wheelchair users and those with prams/buggies may be able to leave the premises safely.

- Ensure that emergency services vehicles have a clear access route from the road.
- Ensure that your guests or 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

September 2025

EMERGENCY PLAN

In the event of a fire or some other emergency

TAKE COMMAND!

- Shout **“fire, fire fire”** and give loud and clear instructions.
- Tell everyone:
 1. To immediately evacuate the building in an orderly manner, using the nearest exit and give assistance to anyone with visual, hearing or mobility issues;
and
 2. To gather at the Assembly Point, at the tennis court.
- Do not attempt to tackle a fire.

Call THE FIRE SERVICE – DIAL 999

Give the address below

EAST WOODHAY VILLAGE HALL

EAST WOODHAY

RG20 0AP

- Without risking safety, check that the metal Roller Hatch between the Kitchen and the Main Hall is closed. Check if it is safe to enter every room and ensure everyone has left the premises.
- Close all doors behind you.
- Use Fire Extinguishers only to clear a safe passage to a Fire Exit.
- Once outside, at the ‘Assembly Point’ check that everyone is accounted for.
- Check that the road and surrounding area is clear for emergency service vehicles.
- Do not allow anyone to enter the premises until the Fire Service says it is safe.
- Ensure the **‘RESPONSIBLE PERSON’** and/or key holder remains

available to give the Fire Service the keycode/key for entry.

- Do not return to the building until the Fire Service has given instructions to do so.
- Contact a member of the Management Committee from the list below

Property Manager - Paul Reay	07788 186700
Fire Officer - Rose Donoghue	07378 642225
Chair - Karen Titcomb	07974 011065
Booking Officer - Beverly Clifton	077604 87222