

Uplyme Village Hall

Fire Safety Policy

1. INTRODUCTION

Uplyme Village Hall is managed by its committee, which is responsible for ensuring the safety and wellbeing of all users of the premises. This Fire Safety Policy outlines the measures in place to minimise the risk of fire and ensure safe evacuation if one occurs.

2. RESPONSIBILITIES

The Uplyme Village Hall Committee (Committee) is responsible for implementing and maintaining this policy. This includes:

- Appointing a Fire Safety Co-Ordinator
- Maintaining fire safety documentation
- Ensuring compliance with fire safety regulations

3. FIRE SAFETY CO-ORDINATOR

The Hall Manager is appointed by the Committee to act as Fire Safety Co-Ordinator, responsible for overseeing fire prevention and emergency preparedness.

4. FIRE SAFETY LOG BOOKS

The Fire Safety Co-Ordinator will maintain up-to-date records for:

- Fire Risk Assessments
- Fire alarm tests
- Fire extinguisher checks
- Emergency lighting maintenance

5. ESCAPE ROUTES AND EXITS

All escape routes and exits must remain clearly signed and unobstructed at all times. Doors must be accessible and operational.

6. EMERGENCY LIGHTING

- Visually inspected regularly by the Fire Safety Co-Ordinator.
- Annually serviced by a qualified contractor with results recorded.

7. FIRE FIGHTING EQUIPMENT

- Appropriately located based on identified risks.
- Visual checks by the Fire Safety Co-Ordinator.
- Annual servicing by a recognised contractor.

8. ELECTRICAL SAFETY

- Fixed wiring inspection every 5 years by a qualified electrician.
- Annual Portable Appliance Testing (PAT) of equipment belonging to the Hall.
- Boiler servicing annually with records maintained.

9. FIRE AND EMERGENCY EVACUATION PROCEDURE

All hirers must familiarise themselves with the Fire Safety Guidance. It is displayed on the Hall Notice Board in the lobby. Regular hirers are encouraged to conduct evacuation drills.

To be reviewed annually

Uplyme Village Hall

10. FIRE SAFETY INSPECTIONS

The Fire Safety Co-ordinator must perform regular visual inspections to confirm:

- Fire exits/routes are clear
- Emergency lighting is functional
- Firefighting equipment is in place
- Flammable materials are safely stored
- No excessive accumulation of waste

11. FIRE RISK ASSESSMENTS

- Conducted at least annually and updated following any material changes to the building or use.
- Outcomes discussed at Committee meetings.

Appendix 1: FIRE SAFETY GUIDANCE FOR HIRERS

****Before Your Event:****

- Ensure fire exits are lit and clear
- Familiarise yourself with fire extinguisher locations
- Inspect any electrical equipment brought in
- Notify attendees of exit routes and the assembly point
- Do not obstruct exits with decorations or furniture

****During Your Event:****

- Keep exit routes clear
- Brief individuals with mobility needs on evacuation plans
- Prevent vehicle obstruction near entrances
- Prohibit smoking, candles, or open flames
- Be alert for signs of fire (e.g. smoke or unusual smells)

EMERGENCY PLAN: WHAT TO DO IN CASE OF FIRE

- Take control - instruct everyone to evacuate via nearest safe exit
- Activate the fire alarm
- Dial 999 and provide venue address: **UPLYME Village Hall, Lyme Road, Uplyme DT7 3UY**
- Check rooms if safe to ensure everyone has left
- Use extinguishers only to clear a path to safety
- Assemble everyone at far end of front car park near the tennis court
- Wait for the Fire Brigade and do not re-enter until told it is safe

EMERGENCY CONTACTS:

- Manager
- Chair
- Vice-Chair