



# **FIRE SAFETY POLICY** **& EMERGENCY PLAN**

GREAT HORKESLEY NEW VILLAGE HALL, TILE HOUSE LANE  
GREAT HORKESLEY, CO6 4EA

[www.greathorkesley-pc.gov.uk](http://www.greathorkesley-pc.gov.uk)

*This policy will be reviewed annually by the Village Hall Management Committee.*

*Approved: Village Hall Management Committee Meeting 26<sup>th</sup> March 2024 Minute Ref: V23/34 (a)*

*Reviewed:*

## **FIRE SAFETY POLICY**

Great Horkesley Village Hall is owned and maintained by Great Horkesley Parish Council. The Village Hall Management Committee (VHMC) is responsible for the day-to-day management of the Village Hall and the implementation of this Fire Safety Policy.

**The VHMC 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 Village Hall Caretaker.
2. **FIRE ALARM SYSTEM**  
A fire alarm test will be carried out weekly 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 & 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 & ASSEMBLY POINT**  
Details of escape routes, 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 Caretaker 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 within the Village Hall, according to the fire risk posed. All firefighting equipment will be visually checked at least monthly by the Village Hall Caretaker 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 & APPLIANCES**  
The Village Hall's electrical wiring 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 air source heat control system will be serviced annually by a recognised contractor, with the results recorded.

#### 8. FIRE & EMERGENCY EVACUATION

All users of the Village Hall are required to familiarise themselves with this 'Fire Safety Policy & Emergency Plan', which is sent to all hirers prior to their hire 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 all its fire safety equipment will be conducted by the Caretaker (monthly) and the VHMC (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 fire-fighting 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 VHMC.

The Fire Risk Assessment will be a standing agenda item for all VHMC 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 of hirers.

## **FIRE SAFETY GUIDANCE FOR HIRERS**

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

At all times the 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 are working.
- Check that all escape routes are not blocked, for example, by tables, chairs, or boxes.
- Check that you know where any fire extinguishers or blankets are stored, and the different uses of the water and CO2 fire extinguishers.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Check that no balloons or other decorations have been hung where they could fall and obstruct a Fire Exit.
- Inform all your attendees of the Fire Exit routes, and the Assembly Point at the far end of the car park, in the event of a fire or emergency.

**DURING YOUR EVENT:**

- Know how many people are at your event.
- Keep fire doors closed when not in use, and do not prop them open with door stops.
- Ensure that the Fire Exits and escape routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or emergency.
- Ensure that no vehicle obstructs the Village Hall's main entrance, so that wheelchair users and those with prams/buggies can exit quickly and safely.
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the road.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.
- Be vigilant regarding any smells of burning or a gradual build-up of smoke.

**AFTER YOUR EVENT:**

- Remove all waste and check rooms for smouldering or items burning.
- Check cookers, heaters and electrical appliances are turned off and unplugged where necessary.
- Turn off lights not required for security purposes and close all internal doors.
- Secure all external doors and windows.

## **EMERGENCY PLAN**

# **FIRE NOTICE**

**In the event of a fire**

## **DIAL 999**

1. The responsible person in charge of the hall will give loud and clear instructions and tell all persons to
  - Leave the building using the nearest available exit
  - Meet at the **ASSEMBLY POINT – far corner of car park**
2. Start the fire alarm if it is not already sounding, by using a **‘Break Glass Point’** at one of the fire exits.
3. **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.**  
There is no public telephone nearby. Use a mobile to **call 999**.

**GIVE THIS ADDRESS:**            **Gt Horkesley New Village Hall**  
   **Tile House Lane**  
   **Great Horkesley**  
   **CO6 4EA**

Check every room that is safe to enter, to ensure everyone has left.

Use firefighting equipment to clear a safe passage to a fire exit.

Check that everyone is accounted for and do not allow anyone to re-enter the building under any circumstances.

On arrival of the Fire Brigade, report to the Officer in Charge that all persons are safe or state the last known location of anyone missing.

**All incidents, no matter how small, must be reported.**  
Caretaker – 07707 566646    Parish Clerk – 07375 095486

## FIRE ESCAPE ROUTES & EQUIPMENT LOCATIONS

