

Waddingham Village Hall

Fire Safety Policy

Waddingham Village Hall is a registered charity with a Committee of Management consisting of Trustees responsible for its management.

The Waddingham Village Hall Management Committee (WVHMC) is comprised of elected volunteers.

The WVHMC is responsible for the implementation of this Fire Safety Policy

The WVHMC will implement the following to ensure the fire safety of all users of the Village Hall and the building.

1. Fire Safety Co-ordinator

WVHMC appoints one of its members to act as the Village Hall's Safety Co-ordinator.

2. Fire Safety Documentation Folder

All relevant Fire Safety documents including Firefighting equipment checks, inspections etc is maintained by the Fire Safety Co-ordinator.

3. Escape Routes and Exits

All village Hall escape routes and exits are clearly signed and are to be kept free from obstruction to ensure safe evacuation from the building. For events the gates to the outside area will be open to allow access to the Village Green for people who exit by that door.

4. Emergency Lighting

All emergency lighting is visually checked on a regular basis by the Fire Safety Co-ordinator and will be serviced on a regular basis by a recognised contractor and the results recorded.

5. Fire Fighting equipment

Firefighting equipment is provided in appropriate places within the Village Hall. All firefighting equipment is visually checked on a regular basis by the Fire Safety Co-ordinator and will be serviced and maintained on an annual basis by a recognised contractor and the results recorded.

6. Electrical System and Appliances

The Village Hall's electrical wiring installation is inspected every 5 years by a recognised contractor and the results recorded.

All portable electrical appliances provided by WVHMC are tested annually by a recognised contractor and the results recorded.

The Village Hall's boiler is serviced annually by a recognised contractor and the results recorded.

7. Fire and Emergency Evacuation

All users of the Village Hall will be required to familiarise themselves with the 'Fire Safety Guidance and Emergency Plan' for Hirers. (Attached Appendix 1) which is also displayed on the notice board in the lobby.

WVHMC recommend that all regular hirer's of the Hall should conduct formal fire evacuation drills for their event attendees.

8. Fire Safety Inspections

The Fire Risk Co-Ordinator is responsible for conducting regular visual inspections of the Village Hall and all of its fire equipment

These inspections should ensure, as a minimum, that:

- All fire routes and exits are free from obstruction
- All emergency lighting is working
- All fire fighting equipment is present and serviceable
- Any flammable liquids are stored correctly
- There is no accumulation of rubbish within or near the building to create a fire hazard.

The results of the fire safety inspections will be recorded in the Fire Safety Folder

9. Fire Risk Assessment

An assessment is undertaken annually by the WVHMC and the results recorded.

Safety Guidance For Hirers

You the Hirer, are the 'Responsible Person' in the event of a Fire or Emergency within Waddingham Village Hall during your hire of the Village Hall.

At all times during a hire 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 Village Hall 'Fire Exit' lights are working
- Check that all Village Hall 'Fire Exit' routes are not blocked e.g. by tables, chairs or boxes.
- Check that you know where the Village Hall's Fire extinguishers are kept and the different uses of the different extinguishers.
- Inform all of your Attendees of the Village Hall's 'Fire Exit' routes and the 'Assembly Point' which is on the Village Green at a safe distance from the Village Hall in the event of a fire or emergency.
- 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.

During your event

- Ensure that the 'Fire Exit' routes do not become obstructed.
- Ensure that no vehicle on the car park obstructs the main entrance so that wheelchair users and those with prams/buggies can use this exit.
- Ensure that emergency service vehicles have a clear access route to the Village Hall from the street.
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire.
- Be vigilant regarding any smells of burning or gradual build-up of smoke.

Emergency Plan For Hirers

In the event of a Fire or some other emergency: Take Command!

There is no Fire Alarm so you need to give loud and clear instructions

- **Tell everyone to:**
 - Immediately evacuate the building using the nearest available exit
 - Gather at the 'Assembly Point' on the Village Green at a safe distance from the village hall.

Call the Fire Brigade – Dial 999 and give this address

Waddingham Village Hall

The Green

Waddingham

Lincolnshire

DN21 4SX

- **Check every room** that is safe to enter, to ensure that everyone has left the building.
- **Fire extinguishers** should be used to clear a safe passage to a Fire Exit
- **Check that everyone** is accounted for once outside
- **Check that access is clear** for emergency services vehicles
- **Do not allow anyone to enter the village hall** until a fire officer tells you that it is safe enter.
- **Contact a member of The Waddingham Village Hall** on one of the numbers below

Bookings Manager	Janet Clark	07549101105
Chairman	Lauretta Williams	07957266623
Secretary	Eileen Law	07947239516
Treasurer	Julian Precious	07775617291