

BADINGHAM VILLAGE HALL

Fire Safety Policy and Procedures Fire Safety Policy

1. Badingham Village Hall is a registered charity run and maintained by a Committee of Trustees for the benefit of the residents of Badingham and its environs.
2. Within the Fire Safety Policy 'Users' is intended to imply: the Committee of Trustees; volunteers; those Applicants who hire Sunningdale Village Hall in order to conduct their own activity and the members of the public who attend that activity; those who use or visit the Village Hall; and the workmen, tradesmen and officials who have legitimate business to discharge at the premises of Sunningdale Village Hall.
3. The Management Committee is committed to operating and maintaining Badingham Village Hall in accordance with The Regulatory Fire Safety regulations.
4. The Committee will do all that it can to:
 - Minimize Fire Risk
 - Identify and reduce risk as far as is reasonably practicable
 - Provide suitable fire safety equipment
 - Provide Fire Instructions
5. The Committee cannot be fully responsible for all the Fire Safety aspects of activities that are not under its control. While the Committee recognises its overall responsibility under the law it makes a distinction between Users and Hirers of the Hall. It must therefore alert Hirers of the Hall to recognise their own responsibilities regarding the Fire Safety aspects of their own activities while using the Hall.
6. The Committee will:
 - Do all that it can to engender Fire Safety within both the letter and spirit of the law.
 - Do all that it can to maintain a safe environment at the Premises that is Badingham Village Hall. Badingham Village Hall Fire Safety Policy & Procedures.
 - Establish, maintain and keep under review a Fire Risk Assessment for the Premises, and contracts the company 'Flame-Skill' to guide for these reviews.
 - Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
 - Supply a copy of this Policy to new hirers.
 - Keep this Policy under regular review.
 - Alert all Users to the Fire Evacuation Procedures, encourage Users to read them and to adhere to both the letter and spirit of them.
 - Make it a requirement of the Hire Agreement that Hirers do read and conform to the Fire Evacuation Procedures.
 - Inform Regular Hirers that it is their responsibility to ensure that appropriate fire evacuation procedures, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity and ensure that they must perform fire drills on a regular basis.

- Maintain Public Liability Insurance for the premises and its own Committee sponsored activities.
- Maintain the First Aid box in the small kitchen.
- Maintain an Accident Book.
- Ensure all curtains have been treated and are “fire retardant” to meet 1988 regulations.
- Display Fire Pack for emergency services at each of the main fire exits.

7. The Committee considers it is the duty of all Users and Hirers of Badingham Village Hall to: • Remain vigilant and ‘risk aware’.

- Take a register of all adults and children as people arrive so a record of all present is available in an emergency.
- To be familiar with this Policy, its supporting Risk Assessment and Fire Instructions and to conform to their requirements.
- Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.
- Report and record accidents in the ACCIDENT BOOK provided in the Hall Kitchen.
- Check all Fire Exits are kept clear.
- Alert the Village Venues office to any newly apparent risks.
- Assist the Committee with constructive suggestions as to how the Fire Safety management of Badingham Village Hall might be improved. • Follow all Village Hall policies held on their website including o no unsupervised children allowed in the kitchen o no unsupervised children allowed on the stage o no use of ladders without authority and a second person supervising o no COSHH related substances present in accessible places to guests

8. It is the responsibility of the Management Committee to:

- Ensure Fire doors are clearly marked, never obstructed and easily opened from inside.
Badingham Village Hall Fire Safety Policy & Procedures.
- Conduct a monthly check that the internal and external normal lighting is fully functioning, replacing bulbs as required, reporting and completing any required maintenance
- Conduct a monthly check of the smoke alarms, fire appliances and emergency lights in the building.
- Routinely check all areas are kept clean and clear from rubbish etc.
- Ensure that inflammable materials are not stored on the premises.
- Ensure that quantities of flammable cleaning materials and the like are kept to a minimum and stored appropriately in the Cleaning Cupboard.

- Conform to the intent of the Fire Safety Risk Assessment in all respects.

9. If a fire breaks out at the Village Hall, evacuation of the building is to take place as described in the Fire Procedure.

Fire Procedure – Large Hall & Small Hall Hirers It is the responsibility of THE HIRER to ensure that their helpers are aware of the following:

1. In the event of a fire, THE HIRER in charge of the Hall will instruct all persons to leave the building, using the nearest available exits. Hall hirers should alert users of the other hall regarding the fire if safe to do so. There is a manual hand fire alarm in the large hall which can be used if safe to do so.

2. CALL THE FIRE BRIGADE. Use a mobile phone. DIAL 999 and give this address:

BADINGHAM VILLAGE HALL, LOW ST, BADINGHAM, IP13 8JS

3. Attendants should ensure that, once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.

4. On the arrival of the Fire Brigade, THE HIRER should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.

5. Attendants should not attempt to extinguish the outbreak using the fire appliances unless required to save life.

6. The positions of the fire extinguishers are:

- ENTRANCE HALL
- LARGE HALL: on the wall and by the emergency exit door in the main hall, there is also a Fire blanket in the kitchen
- SMALL HALL: The position of the fire extinguisher – wall in front of the emergency exit door.

7. Attention should be drawn to the instructions for use of the extinguishers printed on each appliance.

8. Attention should be drawn to the position of the two fire exits marked in the Large Hall. In the Small Hall the fire exit is at the rear whereby you can exit through the gate to the left hand side of the decking.

9. No table or other obstruction is to be placed across the fire exits. Badingham Village Hall Fire Safety Policy & Procedures.

10. On no account must anything be left in the lobbies between the fire exits from the hall and the fire doors to the outside of the Hall. These lobbies must be kept completely clear.

11. Note that the place to meet in case of evacuation of the Hall is the area at the front of Hall Car Park. This is to enable the HIRER to check that everyone is present.

12. The HIRER must report the incident to the Village Hall Management committee as soon as possible.

**BADINGHAM VILLAGE HALL
FIRE EVACUATION PROCEDURE**

Venue: **BADINGHAM VILLAGE HALL, LOW ST, BADINGHAM, IP13 8JS**

Days of Hire:

Details of Use:

Teacher/Hirer(s):.....

In the event of a Fire:

The hirer/teacher(s) will lead all the children/pupils out of the nearest fire exit, to our Fire Assembly Point which is in the car park at the front of the Village Hall. A register call will be taken at the assembly point to ensure that all persons have been evacuated.

It is the hirers responsibility to ensure that a mobile phone is available on site for use in an emergency.

It is the hirers/teacher(s) responsibility to ensure that all adults/children are aware of the Fire Evacuation Procedure, as well as orientate themselves with where the fire exits and fire extinguishers are.

It is the Hirer’s responsibility to run a practice Fire Drill once a term.

Signed..... Date.....

Badingham Village Hall, Low Street, Badingham, Suffolk,IP13 8JS

POLICY REVISED – APPROVED - 23 July 2021