**BROUGHTON PLAYING FIELDS & VILLAGE HALL ASSOCIATION**

**FIRE SAFETY POLICY**

**Introduction**

Broughton Playing Fields & Village Hall Association (BPF&VHA) is a registered charitable trust. The Management Committee of the Association is responsible for the day-to-day management of Broughton Village Hall (BVH) and is comprised of elected members, including representatives of some of the groups who use the village hall. All members of the Committee are trustees of the Association.

The Management Committee is responsible for the implementation of its Fire Safety Policy and will implement the following to ensure the safety of all users of the village hall and volunteers and employees who are involved in running and maintaining the premises.

1. **FIRE SAFETY COORDINATION**

The Management Committee will appoint one of its members to act as the Village Hall’s Fire Safety Co-ordinator. This person will monitor that the checks and inspections listed below have been carried out and results recorded, in accordance with the BPF&VHA fire risk assessment and action plan.

1. **FIRE SAFETY LOG BOOKS**

Fire Safety log books detailing the Fire Risk assessments, alarm tests, fire fighting equipment checks etc will be maintained by the Fire Safety BPF&VHA Management Committee.

1. **FIRE ALARMS**

Fire alarms will be tested weekly and results recorded in the relevant fire safety log book. The fire alarms will be inspected bi-annually by a recognised contractor.

1. **ESCAPE ROUTES AND EXITS**

All Village Hall escape routes are clearly signed and will be kept free from obstruction at all times to ensure safe evacuation from the building.

1. **EMERGENCY LIGHTING**

All emergency lighting will be visually checked on a regular basis by the Fire Safety Coordinator (or a nominated representative) and will be serviced and maintained annually by a recognised contractor, and the results recorded.

1. **FIRE FIGHTING EQUIPMENT**

Fire fighting equipment will be provided in appropriate places within the village hall, according to the particular fire risk posed (e.g. Fire Blanket within the kitchen). All fire fighting equipment will be visually checked on a regular basis by the Fire Safety Coordinator (or nominated representative) and will be serviced and maintained on an annualbasis by a recognised contractor, and the results recorded. Any extinguisher that has been discharged/damaged will be replaced by the recognised contractor.

1. **ELECTRICAL SYSTEMS AND APPLIANCES**

The village hall’s electrical wiring installation will be inspected every 5 years by a recognised contractor and the results recorded.

All portable electrical appliances provided by the Management Committee will be tested annually by a trained representative of the Management Committee and the results recorded.

1. **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 as **Appendix 1** at the end of this policy statement and also displayed on the BPF&VHA Management Committee notice boards in the village hall entrance lobby and changing room corridor.

The BPF&VHA Management Committee recommends that all regular group hirers of the Village Hall conduct formal fire evacuation drills for their event attendees.

1. **FIRE SAFETY INSPECTIONS**

The Fire Risk Coordinator (or nominated representative) will be responsible for conducting regular visual inspections of the village hall and all its fire safety equipment.

These inspections will ensure as a minimum that:

* all fire routes and exits are free from obstruction
* all fire doors are kept shut when not in use and not propped open and all vision panels are unobstructed
* all emergency lighting is working
* all fire fighting equipment is present and serviceable i.e. in a floor stand or wall mounted and not used as a ‘door stop’
* any flammable liquids are correctly stored
* there is no accumulation of rubbish within or near the building to create a hazard.

The results of these fire safety inspections will be recorded.

1. **FIRE RISK ASSESSMENTS**

The Broughton Village Hall Risk Assessment will be reviewed annually by the BPF&VHA Management Committee’s Health & Safety Sub-committee and Fire Risk Co-ordinator and the results recorded.

The Fire Risk assessment will be a regular agenda item at BPF&VHA Management Committee meetings to ensure that additional Fire Risk assessment reviews are undertaken as soon as possible if any changes are made which might potentially impact on fire safety e.g. alterations to the premises or new activities of hirers.

**APPENDIX 1**

**Fire Safety Guidance and Emergency Plan for Hirers**

 **SAFETY GUIDANCE**

**YOU, THE HIRER, are the ‘RESPONSIBLE PERSON’ in the event of a fire or an emergency within Broughton Village Hall during your hire of the village hall.**

At all times that Broughton Village Hall is in use, the ‘**RESPONSIBLE PERSON’** must be in charge and ready to take control in the event 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 the 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 located and the different uses of the water and powder fire extinguishers
* Check that all **electrical equipment** and extension leads that have been brought into and are being used within the Village Hall are safe to use
* Check that any balloons or other **decorations** that have been hung in the Village Hall are not at risk of falling down and obstructing a Fire Exit
* **Inform all your attendees** of the Village Hall’s Fire Exit routes and the Assembly Point on the basketball court, which are to be used in the event of an emergency

 **DURING YOUR EVENT**

* Count the number of attendees at your event
* Ensure that the Village Hall’s Fire Exit routes do not become obstructed
* Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall and provide additional assistance if required. Regular hirers whose groups include people with disabilities or additional needs should have individual PEEPs (Personal Emergency Evacuation Plans) in place as appropriate.
* Ensure that nothing obstructs the Village Hall’s main entrance or fire exits in a way that would prevent wheelchair users and those with prams/buggies from leaving the Village Hall safely
* Ensure that emergency services vehicles have a clear access route to the Village Hall from Gate Lane and from the car park to the field
* Ensure that your event 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

**BROUGHTON PLAYING FIELDS & VILLAGE HALL ASSOCIATION**

 **EMERGENCY PLAN**

 **In the event of a FIRE or other emergency:** **take command!**

* **Give loud and clear instructions**
* **Tell everybody to:**
* **in an orderly manner, immediately evacuate the building using the nearest available exit**
* **gather at the Assembly Point on the basketball court**
* **Start the Village Hall Fire Alarm by using the** ‘**break glass** **point’ located at any of the exit routes**
* **Call THE FIRE BRIGADE: DIAL 999 and give this location:**

 **BROUGHTON VILLAGE HALL**

 **GATE LANE**

 **BROUGHTON, KETTERING**

 **NORTHAMPTONSHIRE, NN14 1ND**

 **And the what3words address:**  **///clumped.reserves.pulps**

* Checkevery Village Hall room that it is safe to enter to ensure that everyone has left the Village Hall
* Fire extinguishers should be used to clear a safe passage to a Fire Exit
* Once outside at the Assembly Point, check that everyone is accounted for
* Check that Gate Lane and the area around the Village Hall is clear for emergency service vehicles
* Do not allow anyone to enter the Village Hall until a Fire Officer tells you it is safe to enter
* Ensure a key holder remains available to give the Fire Brigade access if necessary
* Do not return into the building until the Fire brigade has given instruction to do so
* Contact a member of Broughton Village Hall Management Committee on one of the telephone numbers below:

 **Chairperson: Clive Gresham 07772 435823**

**Bookings Officers: Barbara Zutshi 07979 973027**

 **Bryony Gates 07712 708006**