
FIRE SAFETY POLICY

Barking Village Hall is a registered charity with trustees responsible for its management. The Barking Village Hall Management Committee (BVHMC) is responsible for the day-to-day management of the village hall. The BVHMC is made up of elected members and members who represent some of the regular users of the hall.

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

The BVHMC will implement the following to ensure the fire safety of all users of Barking Village Hall and the building:

1. FIRE SAFETY CO-ORDINATOR

BVHMC will appoint one of its members to act as the Village Hall's Fire Safety Co-ordinator

2. FIRE SAFETY LOG BOOKS

All relevant Fire Safety Log books detailing the Fire Risk Assessments, alarm tests, fire fighting equipment checks etc, will be maintained by the Fire Safety Co-ordinator.

3. ESCAPE ROUTES AND EXITS

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

4. FIRE FIGHTING EQUIPMENT

Fire fighting equipment (See Appendix B) is provided in appropriate places in the Village Hall according to the particular fire risk posed (e.g Fire Blanket in the kitchen). All fire fighting equipment will be 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.

5. 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 appliances provided by BVHMC will be tested every 2 years by a recognised contractor.

The Village Hall boiler will be serviced annually and the results recorded.

6. FIRE AND EMERGENCY EVACUATION



All users of the hall will be required to familiarise themselves with the 'FIRE Safety Guidance and Emergency Plan' for Hirers (attached as Appendix A) which is also displayed on the notice boards within the main hall and the annex.

BVHMC would recommend that all regular hirers of the hall should conduct formal fire evacuation drills for their event attendees

7. FIRE SAFETY INSPECTIONS

The Fire Safety Co-ordinator 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:
- All fire routes and exits are free from obstruction
- All emergency lighting is working
- All firefighting equipment is present and serviceable
- There is no accumulation of rubbish either within or near the building that could create a fire hazard

8. FIRE RISK ASSESSMENT

The Fire Safety Co-ordinator will undertake a Fire Risk Assessment annually and the results will be recorded.

The Fire Risk Assessment will be discussed at BVHMC meetings to ensure that any additional Fire Risk Assessment reviews will be undertaken as soon as possible if any changes are made that may impact upon fire safety. Changes of this nature could be minor alterations to the premises or new activities of hirers.

If any major structural changes are made to the hall the BVHMC will commission a recognised contractor to carry out a full professional Fire Risk Assessment.



9. APPENDIX A

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 in Barking Village Hall during your hire of the village hall.

At all times Barking 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 all the Village Hall fire exit routes are clear
- Check that you know where all the Village Hall Fire extinguishers are stored
- Check that any electrical appliances and or power leads and extensions you may have brought into the building look safe to use.
- Inform all of your attendees of the 'Fire Exit' routes, and the 'Assembly Point' in the car park at the front of the village hall against the brick wall.

DURING YOUR EVENT:

- Ensure that the Village Hall Fire Exit 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 an Emergency
- Ensure that no vehicle obstructs the Village Hall main entrance, or any of the other Fire Exit doors, from outside. Ensure that the emergency services have a clear access route to the Village Hall from the main road.
- Be vigilant regarding any smells of burning or gradual build-up of smoke.

Barking Village Hall,
Barking Tye
Ipswich, IP6 8HP
(Registered Charity No. 304704)



IN THE EVENT OF A FIRE:

Or some other Emergency: **Take Command!**

Follow the instructions on the notice boards in the hall – see safety notice below

- Only if it is safe to enter check every room in the Hall to ensure that everyone has left the building
- Fire extinguishers should be used to clear a safe passage to a Fire Exit
- Once outside at the 'Assembly Point' check everyone is accounted for
- Check that the entrance and the road is clear for the emergency services to enter
- Do not allow anyone to re-enter the Village Hall until a fire officer tells you it is safe to do so
- Contact a member of the Barking Village Hall Management Committee on one of the telephone numbers shown below:

	Maria Dalby	07999609971/01449723535
Booking Secretary	Amanda Davies	07714 577740

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Fire Action

Any person discovering a fire at Barking Village Hall

1. Operate nearest fire alarm break glass point.
2. Dial 999 to call the fire brigade.
3. Attack the fire if possible using the appliances provided.

On hearing the fire alarm

4. Leave the building by nearest exit and/or
5. Help all persons including children in your care and any visitors under your control to evacuate safely
6. Close all doors behind you.
7. Report to the assembly point which is in the car park at the front of the building against the brick wall:

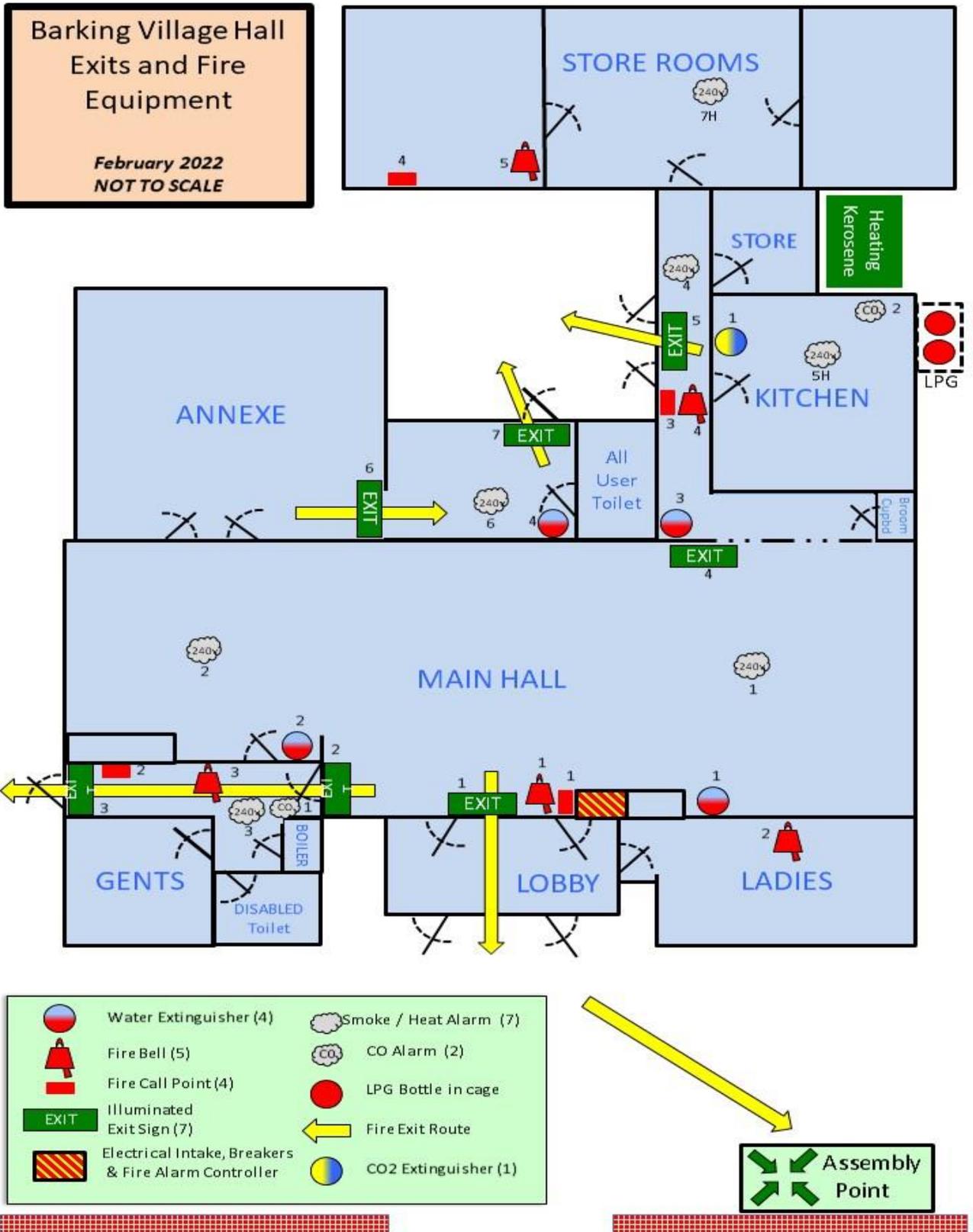


DO NOT TAKE RISKS.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD BY
SOMEONE IN CHARGE IT IS SAFE TO DO SO.**

10. APPENDIX B



Barking Village Hall,
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Item No.	Icon	Type	Location	Test	Responsible
1		Water Extinguisher	Main Hall right	Annual	FlameSkill
2		Water Extinguisher	Main Hall left	Annual	FlameSkill
3		Water Extinguisher	Kitchen corridor	Annual	FlameSkill
4		Water Extinguisher	Annexe Lobby	Annual	FlameSkill
1		Carbon Dioxide Extinguisher	Kitchen by small hatch	Annually	FlameSkill
1		Alarm bell	Main Hall main doors	In conjunction with Fire Call Point test	FlameSkill
2		Alarm bell	Ladies Toilet	In conjunction with Fire Call Point test	FlameSkill
3		Alarm bell	Left Corridor	In conjunction with Fire Call Point test	FlameSkill
4		Alarm bell	Kitchen Corridor	In conjunction with Fire Call Point test	FlameSkill
5		Alarm bell	Store Room	In conjunction with Fire Call Point test	FlameSkill
1		Fire Call Point	Main Hall main doors	Annual inspection	FlameSkill
2		Fire Call Point	Left Corridor fire exit	Annual inspection	FlameSkill
3		Fire Call Point	Kitchen Corridor fire exit	Annual inspection	FlameSkill
4		Fire Call Point	Store Room external door	Annual inspection	FlameSkill
1		Illuminated Fire Exit sign	Main Hall main doors	Annually	FlameSkill
2		Illuminated Fire Exit sign	Main Hall left corridor	Annually	FlameSkill
3		Illuminated Fire Exit sign	Left Corridor fire exit	Annually	FlameSkill
4		Illuminated Fire Exit sign	Main Hall kitchen corridor	Annually	FlameSkill
5		Illuminated Fire Exit sign	Kitchen Corridor fire exit	Annually	FlameSkill
6		Illuminated Fire Exit sign	Annexe	Annually	FlameSkill
7		Illuminated Fire Exit sign	Annexe external door	Annually	FlameSkill
1		Smoke Alarm 240 volt	Main Hall ceiling right	Test monthly	BVHMC
2		Smoke Alarm 240 volt	Main Hall ceiling left	Test monthly	BVHMC
3		Smoke Alarm 240 volt	Corridor next to boiler	Test monthly	BVHMC
4		Smoke Alarm 240 volt	Corridor next to kitchen	Test monthly	BVHMC
5		Heat Alarm 240 volt	Main Kitchen	Test monthly	BVHMC
6		Smoke Alarm 240 volt	Annexe kitchenette	Test monthly	BVHMC

Item No.	Icon	Type	Location	Test	Responsible
7		Heat Alarm 240 volt	Store room	Test monthly	BVHMC
1		Carbon Monoxide Alarm	Kitchen right side of extractor hood	Test monthly change 2x AA cells annually	BVHMC
2		Carbon Monoxide Alarm	Corridor next to boiler	Test monthly change 2x AA cells annually	BVHMC