



Old School Community Rooms Charity No. 1185789 (OSCR)

Fire Safety Policy

OSCR manages Harborough Magna Village Hall, Main Street

Harborough Magna, CV23 0HS

OSCR appoints volunteer caretakers who are responsible for the implementation of this Fire Safety Policy.

The building was constructed in 2020 and met the current legislation concerning fire and safety regulations for a Village Halls. Should a fire be detected an alarm will sound, the emergency doors were open and the kitchen shutter descend as an automatic process.

Through the caretakers OSCR will implement the following to ensure the safety of all users of a Village Hall.

1. FIRE SAFETY CO-ORDINATOR

HMVH will appoint a competent person(s) 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, firefighting equipment checks etc, will be maintained by the Fire Safety Co-ordinator.

3. ESCAPE ROUTES AND EXITS

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

4. FIRE ALARM CALL POINTS

All the fire alarm emergency call points will be tested on a regular basis by the Fire Safety Coordinator. The fire alarm system will be serviced twice a year by a recognised contractor, and the results recorded.

5. EMERGENCY LIGHTING

All emergency lighting 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, and the results recorded.

6. FIRE FIGHTING EQUIPMENT

Firefighting equipment is provided in appropriate places within the Village Hall, according to the particular fire risk posed. All firefighting 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, and the results recorded.

7. ELECTRICAL SYSTEM 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 (if any) will be tested annually by a recognised contractor and the results recorded.

The Village Hall heating boiler will be serviced annually by a recognised contractor, and the results recorded.

8. FIRE AND EMERGENCY EVACUATION

Responsibility to hirers

OSCR has a responsibility to ensure of Harborough Magna Village Hall are aware of the fire safety regulations in force, the Hirer must take responsibility for the evacuation of the building should there be a need to do so during their event. Hirers will be provided with information to enable them to carry out this function. I was should be encouraged to carry a mobile phone in order to call emergency services in the event of a fire.

All users of the Village Hall will be required to familiarise themselves with the 'Emergency Evacuation Plan' (attached as Appendix 1 at the end of this Policy statement) which is ALSO displayed on the notice board in the entrance lobby.

OSCR will recommend that all regular Hirers of the Hall should conduct formal fire evacuation drills for their event attendees.

9. FIRE SAFETY INSPECTIONS

The Fire Risk Co-ordinator will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment. These inspections should ensure, as a minimum, that:

- all fire routes and exits are free from obstruction
- all emergency lighting is working
- all firefighting equipment is present and serviceable; 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

The Harborough Magna Village Hall Fire Risk Assessment will be undertaken on at least an annual basis by the Fire Risk Co-ordinator, and the results recorded.

11. PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

- It is incumbent on the hirer to identify individuals who attend their event who require assistance in the case of emergency
- The hirer has the responsibility to ensure that those who require assistance understand their obligation to disclose their needs to the hirer either verbally or in the form of a personal emergency plan
- The hirer has the responsibility of understanding the needs of anyone requiring assistance if any evacuation is necessary.

Emergency Evacuation Plan for: Harborough Magna Village Hall
Premises address: Harborough Magna Village Hall, Main Street, CV23 0HS
Plan date: 09/06/2021
Next Review date: July 2023

Sound of the alarm
<ul style="list-style-type: none">• Smoke alarm sound if triggered.• Shouting 'FIRE'

Raising the alarm
<p>In the event of a fire:</p> <ul style="list-style-type: none">• Take Command• Set off the fire alarm by breaking the glass on one of the fire emergency units• Give loud and clear instructions• Tell everybody to immediately evacuate the building using the nearest available exit and gather at the 'Assembly Point.• Call THE FIRE BRIGADE - DIAL 999 and give this address: <p>HARBOROUGH MAGNA VILLAGE HALL, MAIN STREET, CV23 0HS</p>

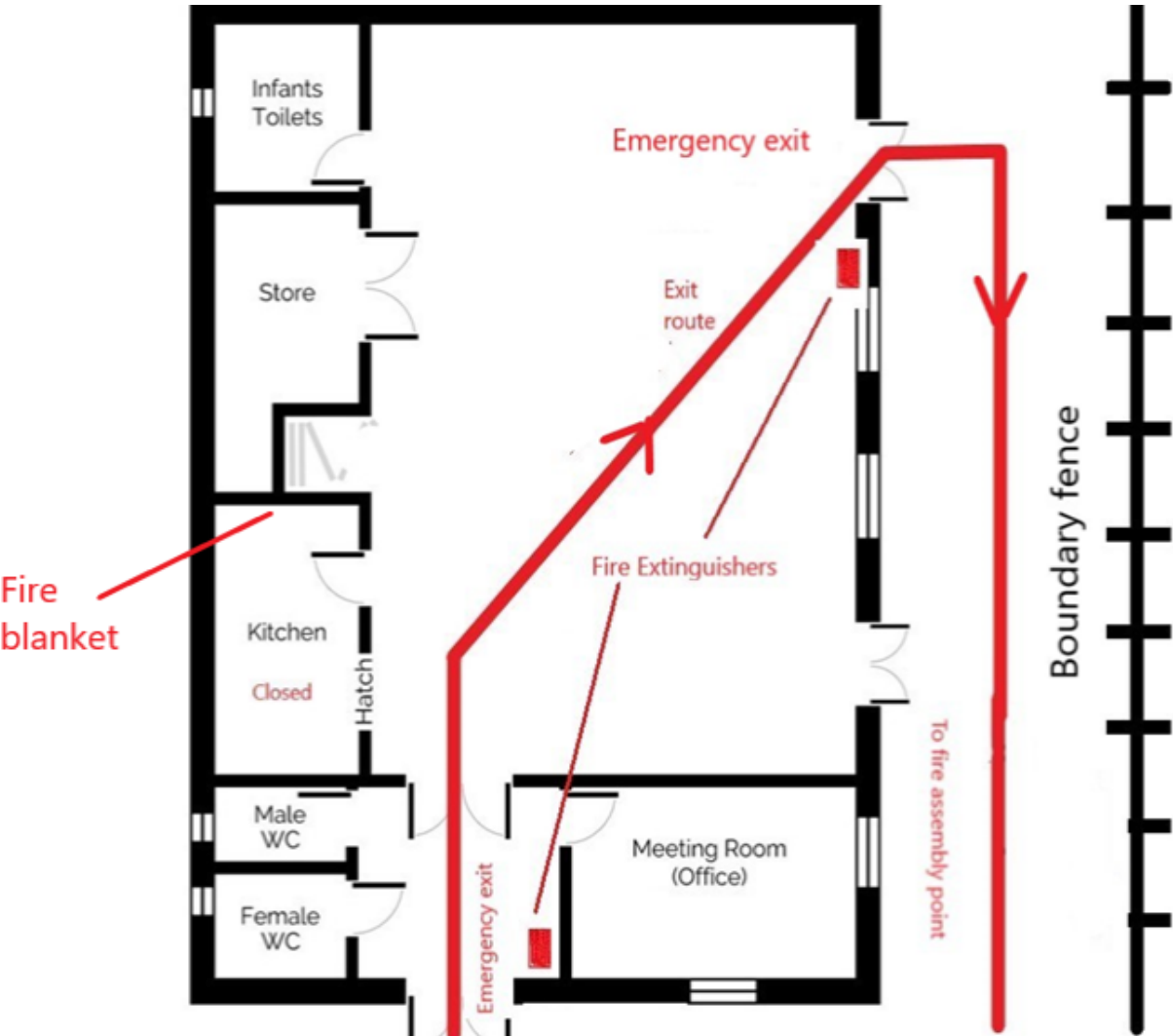
Action staff should take on hearing the alarm
Escape routes
<p>The escape routes from the building are:</p> <ol style="list-style-type: none">1. Main entrance/exit onto Main Street. The main entrance/exit doors MUST always be kept unlocked during occupation.2. The clearly marked entrance/exit double doors from main hall and the main door to the building which provides exit to outside.3. The clearly marked emergency exit from the main hall in the rear right hand corner.
The Fire assembly point is: The cemetery opposite the village hall.

Fighting fires - Extinguisher use
<p>Fire extinguishers must only be used by the individual trained, competent and confident to do so.</p> <p>Such persons should identify a clear escape route for themselves. They should only tackle fires where the flames are no larger than the height of a person.</p> <p>Personal safety always takes priority and, if in any doubt, you should not attempt to extinguish a fire.</p>

Location of key safety hazards or other fire related equipment
<ul style="list-style-type: none"> • Gas supply shut off: Plant Room • Mains fuse box: Plant room • Mains water inlet: Under the kitchen sink. Further water stopcock in lady's toilet to isolate all toilet areas. • Extinguishers present include 6L foam in entrance lobby, 2Kg CO2 in the main hall and a fire blanket in the kitchen.

Responsibilities	
For ensuring the evacuation plan is up to date and available to Hirers.	Management Committee

APPENDIX 1
PLAN OF HALL



Revision	Date	Comments	Next review date
R1	Approved 20/07/21		July 2022
R2	Minor wording changes	Brian Ingram identified as Fire Safety Coordinator	July 2023