

Topcliffe & Asenby Village Hall

Front Street
Topcliffe
North Yorkshire
YO7 3RJ
Reg. Charity No. 1003803



Policy Document No. 16

FIRE SAFETY & SECURITY POLICY AND PROCEDURES

1 Topcliffe & Asenby Village Hall Committee will ensure that all reasonable precautions have been taken to ensure that the village hall is safe for hire to the public, including, but not limited to:

- Maintenance and Health & Safety checks being carried out regularly
- Electrical and heating equipment being properly maintained and serviced
- Fire fighting equipment being installed and regularly serviced

2 The hall is hired out on a self-service basis. During the hired period, and the set up and clear up periods, a "Responsible Person" will take responsibility for ensuring the safety of all persons within the village hall. The Responsible Person will be:

- The person hiring the village hall (the hirer); or
- A person specifically designated by the hirer for the purpose of public safety.

3 The Responsible Person will familiarise themselves with the location of emergency exits, escape routes, the position and type of fire extinguishers, and how to use them. He/she will ensure that during the hire period:

- Internal fire doors are kept closed and not wedged open.
- fire exit signs are illuminated. If a fire exit sign is not illuminated then, the 'Responsible Person' must report this at the earliest possible opportunity by phone 07592 650944 or email tavhc1@gmail.com
- all escape routes remain free of obstruction and can be safely used
- there are no obvious fire hazards on the premises
- the capacity of the hall is not exceeded, see below
- there is no smoking or vaping within the premises
- any electrical equipment brought into the premises must be in good working order
- no highly flammable substances are brought into or used in any part of the premises
- no naked flames are used in the premises, with the exception of birthday cake candles which should be fully cold before placing in the bin
- no flammable objects are placed near light fittings or heaters
- no unauthorised heating appliances are used on the premises.

4 In the event of a fire

- Raise the alarm by shouting to all persons within the hall and making them aware of the danger.
- Only attempt to use fire extinguishers to tackle the fire if it is safe to do so and you are confident in how to use them safely.
- Evacuate the building by the nearest exit in a calm and orderly manner. If it is safe to do so, the Responsible Person must ensure that everyone has left the building by making sure all rooms, including the toilets, are empty and that all doors are closed on the way out.
- All persons should congregate at the Assembly Point near the noticeboard outside the village hall on Front Street.

- Dial 999 to request attendance by the Fire Service.
- Ensure that nobody re-enters the premises until it is confirmed safe to do so by the Fire Service

5 Maximum Capacity

- Main Hall – maximum of 95 people
- Lower Committee Room – maximum of 20 people
- Upper Committee Room – maximum of 20 people

6 Fire Doors

All fire doors are clearly marked with a fire door sticker. Internal fire doors must be kept closed during the hired period and not wedged open.

7 Fire Equipment available

- CO2 Fire Extinguisher - for use on electrical fires
- Foam Fire Extinguisher - for use on fires involving flammable liquids such as paint, petrol and diesel and fires where an organic material – usually paper, textiles or wood in composition – has caught fire
- Fire blanket – for use on small fires, particularly in kitchens where fires (involving cooking oils, for example) are more common

8 Fire Equipment locations

- Front Entrance Hall - Co2 Fire Extinguisher and Foam Fire Extinguisher
- Back Entrance lobby - Foam Fire Extinguisher
- Kitchen- Foam Fire extinguisher and Fire Blanket
- Outside Kitchen door – Co2 Fire Extinguisher
- Upper Committee Room – Foam Fire Extinguisher