

# NORTH WARNBOROUGH VILLAGE HALL

## FIRE SAFETY POLICY

North Warnborough Village Hall (NWWH) is a registered charity with trustees responsible for its management. The North Warnborough Village Hall Committee (NWWHC) is responsible for the day-to-day management of the Village Hall. The NWWHC is comprised of elected members including a representative from Odiham Parish Council.

The NWWHC is responsible for the implementation of this Fire Safety Policy.

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

### **FIRE SAFETY CO-ORDINATOR**

NWWH will appoint a committee member to act as the Village Hall's Fire Safety Co-ordinator to undertake weekly or monthly checks, as recommended and appropriate, and these will be logged. As a minimum the safety checks will include:

- All fire routes and exits are free from obstruction
- All emergency lighting is working
- All fire fighting equipment is present and serviceable
- There is no accumulation of rubbish within or near the building to create a fire hazard

### **ESCAPE ROUTES AND EXITS**

All Village Hall escape routes and exits are clearly signed, and these will be kept clear of obstruction at all times to ensure safe evacuation from the building. During the last year the fire exit doors from the main hall and the small hall have been renewed.

### **EMERGENCY LIGHTING**

All emergency lighting will be 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 in the minutes of the next committee meeting. This certification is done in January of each year, currently by Ulysees Fire Services\*.

### **FIRE FIGHTING EQUIPMENT**

Appropriate fire fighting equipment is provided in appropriate places within the Village Hall. All fire fighting equipment will be visually checked on a regular basis by the Fire Safety Co-ordinator, and will be serviced and maintained by our current contractor, Ulysees Fire Services, on an annual basis in January of each year\*.

\*Currently the facilities manager organises the servicing undertaken by Ulysees Fire Service.

## **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) which is ALSO displayed on the Hall's noticeboard within the Hall's lobby and main Hall noticeboard.

NWVHC will recommend that all regular Hirer's of the Hall should conduct formal fire evacuation drills for their event attendees from time to time.

## **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 and filed. This is next due for renewal in November 2027.

Portable electrical appliances provided by NWVHC will be tested bi-annually by a recognised contractor, and the results recorded.

The Village Hall's boiler will be serviced annually by a recognised contractor, and the results recorded. This is undertaken in February of each year.

## **FIRE RISK ASSESSMENTS**

NWVHC will have as an agenda item a Fire Risk Assessment on an annual basis with the outcomes recorded.

Fire Risk Assessment will be a Standing Agenda item at all NWVHC Meetings, even if there is 'no change to report', to ensure that the policy can be updated to reflect any changes that may potentially impact upon fire safety, such as alterations to the premises or new activities of hirers.

**The NWVH is a Low Risk amenity. The building is a one storey Victorian construction, with both Halls and the Kitchen having direct access to the outside without having to negotiate stairs or corridors. The oven and hob are both electric. Users of the small hall pass first through a small entrance hall before exiting the hall. Both 'Fire Exit' doors have been renewed in 2023 and are fully compliant with current regulations. All required signage is present on the doors.**

# FIRE Safety Guidance and Emergency Plan for Hirers

## Emergency Plan

In the Event of a Fire or some other Emergency: **Take Command!**  
Give loud and clear instructions:

### **Tell everybody to:**

- Immediately evacuate the building using the nearest available exit.
- If there is a hirer in the adjacent Hall alert them to the situation so they too can evacuate their group
- If safe to do so close all doors as you leave
- Gather at the 'Assembly Point' in the car park, situated on, or in front of parking bays 3 & 4.
- Take a roll call of your attendees (or nominate someone to do this whilst you, or they, call the fire Brigade).
- Call **THE FIRE BRIGADE – DIAL 999** and give this address:  
**North Warnborough Village Hall**  
**Priors Corner**  
**Dunley's Hill**  
**North Warnborough**  
**RG29 1EA**      **Give the 3wordcode: rinse.nicely.marathons**
- Check that the entrance from the street is clear for the emergency services
- Do not allow anyone to re-enter the Village Hall until a fire officer tells you it is safe to enter

Contact a member of NWWHC on one of the numbers below:

Facilities Manager: **Jeane Doy 01256702391/07856441405**

Bookings Manager: **Sue Marsh 07941813767**

+1 to be added

## Appendix 1

### FIRE Safety Guidance and Emergency Plan for Hirers

**YOU, THE HIRER** are the '**RESPONSIBLE PERSON**' in the event of a Fire or an Emergency within North Warnborough Village Hall (NWWH).

At all times NWWH 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:

- Visually check that the Village Hall 'Fire Exit' lights are working
- Check that 'Fire Exit' routes are not blocked, e.g. by tables, chairs, boxes
- Be aware of the positioning of Fire Extinguishers in the Hall
- If this is the first time your group has used the hall make them aware of the 'Fire Exit' routes, and the 'Assembly Point' by parking bays 3 & 4.

#### DURING YOUR EVENT:

- Keep the Village Hall's 'Fire Exit' routes free of any obstructions
- Ensure no vehicle obstructs the Village Halls' Fire Exit ramps, so that wheelchair users and those with prams and buggies can leave safely.
- 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). This includes smoking in the car park.
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke.
- If using the kitchen turn off all appliances and leave through the emergency kitchen door, or the small hall Fire Exit, closing the kitchen doors to the main hall, and small hall entrance, as you leave.

**Overall the NWWH is deemed to be low risk as it is a single storey building; emergency exits from both halls and the kitchen can be made with haste, without the need to negotiate stairs or corridors.**