

NORTH WARNBOROUGH VILLAGE HALL

FIRE SAFETY POLICY

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

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

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

FIRE SAFETY CO-ORDINATOR

NWVH 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.

EMERGENCY FIRE PANEL

Servicing of this is due 6 monthly. Currently arranged through 3MG.

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.

REPORTING OF ELECTRICAL OR EXTINGUISHER FAULTS

Hirers will be requested to log any found faults on the appropriate sheet which will be located on the shelf in the kitchen next to the accident report book.

FIRE RISK ASSESSMENTS

NWVHC will have as an agenda item a Fire Risk Assessment on an annual basis with the outcomes recorded. This will be done by a professional body. Completed in March 2025 by Mr Neil Jones, for Mid Hants Fire Protection. Next review due March 2026. **As a result of the March 2025 report the door between the kitchen and small hall entrance needs to be replaced with a fire door. To be completed before 14/06/25. Other recommendations will also be implemented. All committee members will be circulated with the report.**

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 new regulations, alterations to the premises, or new activities of hirers.

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 the Main Hall and Small Hall 'Fire Exit' doors have been renewed in 2023 and are fully compliant with current regulations.

FIRE Safety Guidance and Emergency Evacuation Plan for Hirers

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, instructing any wheelchair users to evacuate first.
- 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 'What 3 word' location code: RINSE.NICELY.MARATHONS
- Check that the entrance from the street is clear for the emergency services
- **A red folder containing keys for, and detailing turn off points for the fire alarm panel/gas/water/electricity/is available for the Fire Officer/Brigade in the Bar, on the shelf, at the front of the building.**
- 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 NWVHC on one of the numbers below:

Facilities Manager: **Jeane Doy 01256 702391/07856441405**

Bookings Manager: **Sue Marsh 07941813767**

+1

FIRE Safety Emergency Evacuation 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.
- Report any faults, or defects, on the form found in the main kitchen.

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.
- **Evacuation of Wheelchair users and prams: As the '**RESPONSIBLE PERSON**' be aware of the position of the wheelchair, and pram users, in the room. Request that they wheel themselves from the room, or for their assistant to do so, prior to others moving to the door. There are no steps to negotiate from any MOE (Means of Escape).**