



Sunningdale Village Hall Fire Safety Policy and Procedures

Fire Safety Policy

1. Sunningdale Village Hall is a registered charity run and maintained by a Committee of Trustees for the benefit of the residents of Sunningdale and its environs.
2. Within the Fire Safety Policy 'Users' is intended to imply: the Committee of Trustees; volunteers; those Applicants who hire Sunningdale Village Hall in order to conduct their own activity and the members of the public who attend that activity; those who use or visit the Village Hall; and the workmen, tradesmen and officials who have legitimate business to discharge at the premises of Sunningdale Village Hall.
3. The Management Committee is committed to operating and maintaining Sunningdale Village Hall in accordance with The Regulatory Reform (Fire Safety) Order 2005.
4. The Committee will do all that it can to:
 - Minimize Fire Risk
 - Identify and reduce risk as far as is reasonably practicable
 - Provide suitable fire safety equipment
 - Provide Fire Instructions
5. The Committee cannot be fully responsible for all the Fire Safety aspects of activities that are not under its control. While the Committee recognises its overall responsibility under the law it makes a distinction between Users and Hirers of the Hall. It must therefore alert Hirers of the Hall to recognise their own responsibilities regarding the Fire Safety aspects of their own activities while using the Hall.
6. The Committee will:
 - Do all that it can to engender Fire Safety within both the letter and spirit of the law.
 - Do all that it can to maintain a safe environment at the Premises that is Sunningdale Village Hall.

- Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
- Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
- Supply a copy of this Policy to new hirers.
- Keep this Policy under regular review.
- Alert all Users to the Fire Evacuation Procedures, encourage Users to read them and to adhere to both the letter and spirit of them.
- Make it a requirement of the Hire Agreement that Hirers do read and conform to the Fire Evacuation Procedures.
- Inform Regular Hirers that it is their responsibility to ensure that appropriate fire evacuation procedures, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity and ensure that they must perform fire drills on a regular basis.
- Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.
- Maintain the First Aid box in the kitchen.
- Maintain an Accident Book.
- Ensure all curtains have been treated and are “fire retardant” to meet 1988 regulations.
- Display Fire Pack for emergency services at each of the main fire exits.

7. The Committee considers it is the duty of all Users and Hirers of Sunningdale Village Hall to:

- Remain vigilant and ‘risk aware’.
- Take a register of all adults and children as people arrive so a record of all present is available in an emergency.
- To be familiar with this Policy, its supporting Risk Assessment and Fire Instructions and to conform to their requirements.
- Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.
- Report and record accidents in the ACCIDENT BOOK provided in the Hall Kitchen.
- Check all Fire Exits are kept clear.
- Alert the Village Venues office to any newly apparent risks.
- Assist the Committee with constructive suggestions as to how the Fire Safety management of Sunningdale Village Hall might be improved.
- Follow all Village Hall policies held on their website including
 - no unsupervised children allowed in the kitchen
 - no unsupervised children allowed on the stage
 - no use of ladders without authority and a second person supervising
 - no COSHH related substances present in accessible places to guests

8. It is the responsibility of the Management Committee to:

- Ensure Fire doors are clearly marked, never obstructed and easily opened from inside.

- Conduct a monthly check that the internal and external normal lighting is fully functioning, replacing bulbs as required, reporting and completing any required maintenance
- Conduct a monthly check of the smoke alarms, fire appliances and emergency lights in the building.
- Routinely check all areas are kept clean and clear from rubbish etc.
- Ensure that inflammable materials are not stored on the premises.
- Ensure that quantities of flammable cleaning materials and the like are kept to a minimum and stored appropriately in the Cleaning Cupboard.
- Conform to the intent of the Fire Safety Risk Assessment in all respects.

9. If a fire breaks out at the Village Hall, evacuation of the building is to take place as described in the Fire Procedure.

Fire Procedure – Large Hall & Small Hall Hirers

It is the responsibility of THE HIRER to ensure that their helpers are aware of the following:

1. In the event of a fire, THE HIRER in charge of the Hall will instruct all persons to leave the building, using the nearest available exits. Hall hirers should alert users of the other hall regarding the fire if safe to do so. There is a manual hand fire alarm in the large hall which can be used if safe to do so.
 2. CALL THE FIRE BRIGADE. Use a mobile phone. DIAL 999 and give this address: Sunningdale Village Hall, Church Road, Sunningdale SL5 0NJ
 3. Attendants should ensure that, once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
 4. On the arrival of the Fire Brigade, THE HIRER should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
 5. Attendants should not attempt to extinguish the outbreak using the fire appliances unless required to save life.
 6. LARGE HALL: The positions of the fire extinguishers are on each side wall by the doors in the main hall as well as one in the kitchen. There is also a Fire blanket in the kitchen.
SMALL HALL: The positions of the fire extinguishers are: one by the main entrance to the small hall and one on the right of the wall towards the toilets and one outside the kitchen. There is also a fire blanket in the kitchen.
 7. Attention should be drawn to the instructions for use of the extinguishers printed on each appliance.
 8. Attention should be drawn to the position of the two fire exits marked in the Large Hall. In the Small Hall fire exits are the front door and the patio doors whereby you can exit through the gate to the left hand side of the decking or at the end of the garden. Wheelchair users are able to exit through the patio doors.
- NB If wheelchair users are present during the hire of the hall, the door to the ramp should be unlocked by the hirer at the beginning of the session and checked to ensure that it is clear.**
9. No table or other obstruction is to be placed across the fire exits.

10. On no account must anything be left in the lobbies between the fire exits from the hall and the fire doors to the outside of the Hall. These lobbies must be kept completely clear.
11. Note that the place to meet in case of evacuation of the Hall is the area in front of the Hall in the car park under the tree. This is to enable the HIRER to check that everyone is present.
12. The HIRER must report the incident to the Village Venues team on 07880 680649 as soon as possible

**Sunningdale Village Hall
Fire Evacuation Procedure**

Venue: Sunningdale Village Hall

Days of Hire:

Details of Use:

Teacher/Hirer(s):

In the event of a Fire:

The hirer/teacher(s) will lead all the children/pupils out of the nearest fire exit, to our Fire Assembly Point which is in the car park at the front of the Village Hall.

A register call will be taken at the assembly point to ensure that all persons have been evacuated.

It is the hirers responsibility to ensure that a mobile phone is available on site for use in an emergency.

It is the hirers/teacher(s) responsibility to ensure that all adults/children are aware of the Fire Evacuation Procedure, as well as orientate themselves with where the fire exits and fire extinguishers are.

It is the Hirer's responsibility to run a practice Fire Drill once a term.

Signed.....

Date.....

Sunningdale Village Hall

The Pavillion, Broomhall Lane, Sunningdale, Berkshire, SL5 0QS

Tel: 01344 297250 Email: villagevenues@googlemail.com