



Welwick Parish Hall

North Lane, Welwick, HU12 0SJ

Charity Reg. No.1083040

FIRE SAFETY AND EVACUATION POLICY

Written – April 2024

Review – April 2026

1. SCOPE

The Fire Safety & Evacuation Policy encompasses various aspects related to preventing, preparing for, and responding to fires within a particular setting, such as a workplace, residential building, or public facility.

Welwick Village Hall is a registered charity with trustees responsible for its management.

The Village Hall Committee will be responsible for the implementation of this Fire Safety and Evacuation Policy but would stress that any persons using the hall has a responsibility for fire safety and must be vigilant at all times.

2. OBJECTIVES AND GOALS

Ensuring the safety of occupants, protecting property, and minimising disruption in the event of a fire.

3. LEGAL AND REGULATORY COMPLIANCE

This Policy covers the responsibilities set out in the Health and Safety at Work etc. Act [1974] and more specifically the Regulatory (Reform) Fire Safety Order [2005].

4. ROLES AND RESPONSIBILITIES

Welwick Village Hall Committee (The Committee) will implement the following to ensure the fire safety of all users of the Hall:

4.1. FIRE SAFETY CO-ORDINATOR

Welwick Village Hall Committee will appoint one of its members to act as the Village Hall's Fire Safety Co-ordinator - Gillian Smith.

4.2. FIRE SAFETY LOGBOOK

The Fire Safety logbook will contain the following:

- the fire risk assessment,
- alarm tests,
- emergency lighting tests,

- firefighting equipment checks etc.,
- a log of all the service dates for the electrical wiring system,
- portable appliance checks,
- boiler servicing etc.

The Fire Safety logbook will be maintained by the Fire Safety Co-ordinator and kept in the village hall, on the shelf in the kitchen.

5. EQUIPMENT AND SYSTEMS

5.1. Emergency Lighting

All emergency lighting will be visually checked on a weekly basis by the Fire Safety Co-ordinator and will be serviced and maintained on an annual basis by a recognised contractor.

MEANING OF THE INDICATOR LED			
GREEN		RED	
	Mains operation No fault		Duration battery fault
	Blinking Functional test		Blinking Lamp / Changeover fault
	Flashing Annual duration test		Flashing Battery / Charging fault
 Mains failure + Emergency light operation			

MONTHLY EMERGENCY LIGHTING TESTS

All emergency lighting systems must be tested monthly. The test is a short functional test in accordance with BS EN 50172 / BS 5266-8.

The period of simulated failure should be sufficient for the purpose of this test while minimising damage to the system components, e.g. lamps. During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly.

ANNUAL EMERGENCY LIGHTING TESTS

A test for the full rated duration of the emergency lights (e.g. 3 hours) must be carried out. The emergency lights must still be working at the end of this test.

The result of the monthly and annual tests must be recorded and, if failures are detected, these must be remedied as soon as possible.

It is common for fire alarm servicing companies to carry out the annual emergency light 'drain' test at the same time as they carry out fire alarm system maintenance, as this fills the waiting time of the 'drain' test with useful activity.

6. FIREFIGHTING EQUIPMENT

Firefighting equipment is provided in appropriate places within the Village Hall, according to the particular fire risk posed (i.e. powder extinguisher in the kitchen). All firefighting equipment will be visually checked on a weekly basis by the Fire Safety Co-ordinator. Two water extinguishers are mounted in the main hall and the small powder extinguisher is on the counter in the kitchen near serving hatch. The extinguishers will also be serviced and maintained on an annual basis by a recognised contractor. The results will be recorded in the fire safety logbook.



7. ELECTRICAL SYSTEMS AND APPLIANCES

There are several break glass fire alarm panels around the hall. Users must familiarise themselves with these whilst using the hall.

The fire alarm will be tested every month and recorded in the fire safety log book.

The Village Hall's electrical wiring installation will be inspected every 5 years by a recognised contractor, and the results recorded in the fire safety logbook.

All portable electrical appliances provided by Welwick Village Hall will be (PAT) tested annually by a recognised contractor, and the results recorded in the fire safety logbook.

The Village Hall boiler will be serviced annually by a recognised contractor, and the results recorded in the fire safety logbook.

8. ESCAPE ROUTES AND FINAL 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. I.e. Two main doors in main hall and a fire exit door near to the kitchen. There are eight fully opening windows in the main hall and three opening windows to the rear of the main hall. There is also an escape route via the kitchen door.

9. 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 and Users' (attached as Appendix 1 at the end of this Policy statement) and which is also displayed on the Hall's Notice Board within the main hall.

Welwick Village Hall Committee will recommend that all regular Hirer's of the Hall should conduct formal fire evacuation drills for their event attendees.

10. 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 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;
- That 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 in the fire safety logbook.

11. FIRE RISK ASSESSMENT

The Welwick Village Hall Fire Risk Assessment will be regularly reviewed (at least annually) by the Fire Risk Co-ordinator, and any significant findings will be recorded in the fire safety logbook.

The Fire Risk Assessment will be a regular Agenda Item on the Welwick Village Hall Committee Meetings, to ensure that additional Fire Risk Assessment reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities or hirers.

Appendix 1.

[Insert simple plan of building here including final exit points, emergency lighting, firefighting equipment locations and emergency call-points]

FIRE Safety Guidance and Emergency Plan for Hirers / Users

Safety Guidance

YOU, THE HIRER are the **'RESPONSIBLE PERSON'** in the event of a Fire or an Emergency within Welwick Village Hall during your hire of the Village Hall.

At any time that Welwick Village Hall is in use, the **'RESPONSIBLE PERSON'** must be in charge, and be 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:

- Check that the Village Hall 'Fire Exit' lights are working;
- Check that all Village Hall 'Fire Exit' routes are not blocked, e.g. by tables, chairs or boxes;
- Check that you know where the Village Hall's Fire Extinguishers are stored, and the different uses of the water and powder fire extinguishers;
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use;
- Inform all of your Attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' (Village Hall car park), in the event of a fire or an emergency occurring.

DURING YOUR EVENT:

- Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed;
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or an emergency;

- Ensure that nothing obstructs the Village Halls' main entrance, so that wheelchair users and those with prams/buggies may be able to leave the Village Hall safely;
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the road;
- 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);
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

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;
 - and gather at the 'Assembly Point',



- in the Village Hall car park, and ensure they wait for you there.

- Call THE **FIRE BRIGADE - DIAL 999** and give this address:

**WELWICK VILLAGE HALL,
North Lane,
Welwick,
Nr. Hull
Post Code HU12 0SJ**

- **Start the Village Hall Fire Alarm** – by using any of the ‘break glass points’



- Check the Hall (including kitchen and toilets) ensuring that it is safe to enter, to maintain that everyone has left the building;
- Fire extinguishers should be used to clear a safe passage to a Fire Exit;
- Once outside, at the ‘Assembly Point’, check that everyone is accounted for;
- Check that the road and the area around the Village Hall is clear for the emergency services vehicles;
- Do not allow anyone to enter the Hall until a fire officer tells you it is safe to do so;
- Contact a member of the Welwick Village Hall Management Committee on one of the telephone numbers shown below: -
 - **Chairperson / Fire Safety Officer:** Gillian Smith
01964 630906 / 07905 676661
 - **Committee member:** Graeme Kitching
01964 630092 / 07742 121865
 - **Secretary :** Pat Beech
01964 630455 / 07936 185108