

# **BRAILES VILLAGE HALL AND PAVILION**

**(Registered charity No. 522897)**

**CASTLE HILL LANE, BRAILES, BANBURY, OXON OX15 5AS**

## **FIRE SAFETY POLICY**

**Brailes Village Hall and Pavilion is a registered charity with trustees responsible for its management. Brailes Village Hall Management Committee (BVHMC) is responsible for the day to day management of the Village Hall and Pavilion. The BVHMC is comprised of elected members, and members who represent some of the regular hirers and community groups of the local area.**

BVHMC is responsible for the implementation of this Fire Safety Policy

BVHMC will implement the following to ensure the fire safety of all users of the Village Hall and Pavilion

### **1. FIRE SAFETY CO-ORDINATOR**

BVHMC will appoint one of its members to act as the Village Hall and Pavilion's Fire Safety Co-ordinator.

### **2. FIRE SAFETY LOG BOOKS**

All relevant Fire Safety log books detailing the Fire Risk Assessments, alarm tests, fire fighting equipment checks etc, will be maintained by the Fire Safety Co-ordinator.

### **3. ESCAPE ROUTES AND EXITS**

All Village Hall and Pavilion escape routes and exits are clearly signed and will be kept free from obstruction at all times, to ensure safe evacuation from the building.

### **4. EMERGENCY LIGHTING**

All emergency lighting will be visually checked on a regular basis by the Fire Safety Co-ordinator, will be serviced and maintained on an annual basis by a recognized contractor, and the results recorded.

### **5. FIRE FIGHTING EQUIPMENT**

Fire fighting equipment will be provided in appropriate placed within the Village Hall and Pavilion, according to the particular fire risk posed, (e.g. Fire Blanket within the kitchen). All fire fighting equipment will be visually 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.

### **6. ELECTRICAL SYSTEM AND APPLIANCES**

The Village Hall and Pavilion's electrical wiring installation will be inspected every 5 years by a recognized contractor and the results recorded.

All portable electrical appliances provided by BVHMC will be tested bi-annually by a recognized contractor and the results recorded.

The Village Hall's boiler will be serviced annually by a recognized contractor and the results recorded.

## **7. FIRE AND EMERGENCY EVACUATION**

All users of the Village Hall and Pavilion will be required to familiarize themselves with the 'FIRE Safety Guidance and Emergency Plan' for Hirers (attached in Appendix 1 at the end of this Policy statement) which is ALSO displayed on the Hall & Pavilion's Health & Safety Notice Board within the Main Hall and Pavilion Entrance.

BVHMC will recommend that all regular Hirer's of the Hall and Pavilion should conduct formal fire evacuation drills for their event attendees.

## **8. FIRE SAFETY INSPECTIONS**

The Fire Risk Co-ordinator will be responsible for conducting regular visual inspections of the Village Hall and Pavilion and all its fire safety equipment.

These inspections should ensure, as a minimum, that:

- all fire routes and exits are free from obstruction;
- all emergency lighting is working;
- all fire fighting equipment is present and serviceable;
- any flammable liquids are correctly stored; and
- 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.

## **9. FIRE RISK ASSESSMENTS**

The Brailes Village Hall and Pavilion Fire Risk Assessment will be undertaken on at least an annual basis by a recognized contractor and the results reported back to the BVHMC

The Fire Risk Assessment will be a standing Agenda item at all BVHMC 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 of hirers

## APPENDIX 1

### FIRE SAFETY GUIDANCE AND EMERGENCY PLAN FOR HIRERS SAFETY GUIDANCE

**YOU, THE HIRER** are the **'RESPONSIBLE PERSON'** in the event of a fire or an emergency within Brailes Village Hall and Pavilion during your hire of the Hall or Pavilion.

At all times Brailes Village Hall or Pavilion is in use, the **'RESPONSIBLE PERSON'** must be in charge, and ready to take control in 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 or Pavilion 'Fire Exit' lights are working
- Check that all Village Hall or Pavilion 'Fire Exit' routes are not blocked, e.g. by tables, chairs or other items.
- Check that you know where the Village Hall or Pavilion Fire extinguishers are located, 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 or Pavilion look safe to use.
- Check that no balloons or other decorations have been hung within the Village Hall or Pavilion so that they could fall down and obstruct a Fire Exit.
- Inform all of your Attendees of the Village Hall or Pavilion's 'Fire Exit' routes and the 'Assembly Point' outside in the car park, in the event of a fire or an emergency.

#### **DURING YOUR EVENT**

- Ensure that the Village Hall or Pavilion'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 or Pavilion in the event of a fire or an emergency;
- Ensure that no vehicle obstructs the Village Hall or Pavilion's main entrance ramp, so that wheelchair users and those with prams/buggies may be able to leave the Village Hall or Pavilion safely;
- Ensure that emergency service vehicles have a clear access route to the Village Hall or Pavilion from the Main 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 everyone to:**
  - Immediately evacuate the building using the nearest available exit; and
  - gather at the 'Assembly Point' i.e. in the car park and to wait for you;
- Start the Village Hall Fire Alarm – using the 'break glass point' located in the main hall by the stage or by the main entrance door. (The Pavilion does not have a break glass point)
- Call **THE FIRE BRIGADE – DIAL 999** and give this address:  
**BRAILES VILLAGE HALL AND PAVILION**  
**Castle Hill Lane**  
**Brailes**  
**Near Banbury**  
**Oxon OX15 5AS**
- Check every Village Hall or Pavilion room that it is safe to enter, to ensure that everyone has left the building;
- Fire extinguisher should be used to clear a safe passage to Fire Exits;
- Once outside, at the 'Assembly Point', check that everyone is accounted for;
- Check the main road and the area around the Village Hall or Pavilion is clear for the emergency services vehicles;
- Do not allow anyone to enter the Village Hall or Pavilion until a fire officer tells you it is safe to enter;
- Contact a member of Brailes Village Hall Management Committee on one of the telephone numbers shown below:

Caretaker/Secretary: Lisa Bryan 07800 771368

Chair: Susan Gilkes 07772 942798

Treasurers: Vanessa Boyce 07837 085017  
Jon Boyce 07875 890973