

# BURTON MEMORIAL HALL

## FIRE SAFETY POLICY

This policy applies to all trustees, volunteers, employees, hirers and contractors using and working at Burton Memorial Hall.

### Responsibilities of the Memorial Hall Management Committee:

- The Management Committee will, as the body in control of the premises, be the 'responsible person'.
- The responsible person is responsible for complying with the **Regulatory Reform (Fire Safety) Order 2005** and is required to either carry out a fire risk assessment and then take the necessary steps to reduce or remove the risk so that it is as low as possible, or delegate this task to somebody else.
- The responsible person must appoint one or more 'competent persons' (who can be committee members) to undertake the risk assessment and carry out any of the preventative and protective measures required.
- A 'competent person' is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly. (A Hall committee member who knows the building and the use made of it could probably be judged to have enough 'knowledge and other qualities' if provided with information about companies servicing the Hall's fire protection equipment, maintenance schedules, fire officer's contact details and previous advice).
- There is no requirement to undertake a training course.

### Responsibility to Volunteers, Employees and Hirers:

- The Management Committee has a responsibility to ensure that volunteers, employees and hirers are aware of the fire safety regulations and that the hirer appoints a person to take responsibility for fire safety awareness at the session/meeting/event.
- Volunteers, employees and hirers should be fully instructed with regard to fire procedures and the use of equipment, and provided with written instructions of the action to be taken in the event of a fire or other emergency situation. A signed copy should be held by the Management Committee.
- Volunteers, employees and hirers who are responsible for the sessions/meeting/events held on the premises must identify a 'named person' present who must ensure that they have a list of persons attending.

# BURTON MEMORIAL HALL

- At large public events where individual attendance lists are impracticable such as fetes, festivals and parties, a number of 'Competent Responsible Persons' should be identified in order to supervise and control any emergency that may arise.
- In the event of an evacuation of the building, the hirer and/or named person for that session/meeting/event will assist with the evacuation of the building and take the record of attendees to the assembly point to check everyone has vacated the building.

## Duties of the Management Committee's appointed 'competent person':

- Ensure safe systems of work are in place with regard to fire safety.
- Check that the fire fighting equipment is maintained and in position.
- Undertake annual risk assessments and report the findings to the Management Committee.
- Report any defects that may compromise fire safety to the Chair of the Management Committee immediately.
- Report any obstructions to fire doors or fire escape routes to the Chair of the Management Committee immediately.
- Ensure that new employees are made aware of the fire procedures, means and direction of evacuation, and location of fire exit doors.

## Duties of the 'named person' during a hire session:

- Ensure that the alarm has been sounded.
- Confirm that the fire brigade has been called.
- If possible locate the person raising the alarm and determine the extent of the fire.
- Ensure that all volunteers, employees and hirers are aware of the emergency.
- Ensure that everyone leaves the building immediately and in an orderly fashion.
- Ensure that the doors are closed once everyone has left the building.

# BURTON MEMORIAL HALL

- Ensure that no persons remain in the building.
- Ensure that no persons enter the building during the emergency procedure.
- Proceed to the assembly point and check that all persons are accounted for.
- On the arrival of the fire brigade the 'named person' or their deputy or the hirer will make themselves known to the fire officer in charge, and pass on any relevant information such as if anyone is not accounted for, and where the utilities main supply points are to be found.

## Fire Safety Training:

### Members of user groups on the premises must:

- Understand the character of fire, smoke and toxic fumes.
- Know the fire hazards involved in the village hall.
- Practise and promote fire prevention.
- Know the right action to take if fire breaks out, or smoke is detected.
- Be familiar with the evacuation procedures and escape routes appropriate to their location.

### Fire risk assessment:

- Fire Risk Assessments must be carried out in conformance with the **Regulatory Reform (Fire Safety) Order 2005 (England & Wales), (Appendix 1)**.
- The Memorial Hall Risk Assessments will be maintained and updated (if required) annually by the nominated 'Competent Person/s'
- All volunteers, employees and hirers must ensure that they are familiar with these risk assessments and with the alternative means of escape in case of fire by walking the routes from the area in which they are working/using.
- Volunteers, employees and hirers should familiarise themselves with the designated assembly point by the north entrance to the car park and all the location of the fire exits in the building.

# BURTON MEMORIAL HALL

## **Any person suspecting or discovering a fire should:**

- Raise the alarm by shouting FIRE! to all persons in the premises.
- Dial 112 from a mobile phone – ask for the Fire Brigade. (Or 999 from a landline. Note: the Hall does not have a telephone, the nearest phones are at The Village Store and Morewood School opposite during their opening hours. A public call box is 100m to the south in The Square at the side of the Royal Hotel.)
- Exit the building quickly and calmly by the nearest exit route.
- Close doors on the way out.
- NOT stop to collect personal belongings.

## **Any person hearing a fire alert must:**

- Leave the building by the nearest available exit route.
- Go directly to the assembly point by the north entrance to the car park.
- Never re-enter the building until instructed to do by the Fire Officer.
- Follow any instructions given by the hire session 'named person' or the Fire Officer attending.

The hire session 'named person' should ensure as safely as possible that all persons have left the building and check their attendees against their attendance log at the Fire Assembly Point.

## **Evacuation procedures for disabled and wheelchair users:**

- On hearing the fire alarm the 'named person' within that area will ensure that anyone who is physically disabled, mentally impaired, vulnerable or in a wheelchair, evacuate the building by the nearest available exit and is assisted, if necessary, to the assembly point by the north entrance to the car park.

## **Deaf/hearing and blind/visually impaired persons:**

- Deaf or hearing impaired persons should be encouraged to advise other hall users if they are likely to be in an isolated/quiet area in order they may be notified in the event of a fire alarm being raised.

# BURTON MEMORIAL HALL

- Blind and visually impaired persons should, with their nominated assistant, agree a procedure for evacuation in the event of a fire alarm being raised.

## Evacuation drills:

- In accordance with fire safety legislation, the Hall's nominated 'Competent Person' will carry out fire evacuation drills from time to time.
- The 'named person' within user groups and hirers should also carry out fire drills with their specific attendees.
- These drills will monitor the effectiveness of local evacuation procedures.
- Records of all fire training should be kept by the Management Committee

## Training instruction & information:

- All new employees shall be given local fire safety induction training.
- This will include identification of escape routes, location of fire extinguishers, where the assembly point is located, as well as any local hazards they need to be made aware of.

**Policy adopted on 26<sup>th</sup> October 2021.**

# BURTON MEMORIAL HALL

## Appendix 1

### Fire Safety Risk Assessment Procedure for Burton Memorial Hall

#### The aims of the fire risk assessment are:

- To identify the fire hazards.
- To reduce the risk of those hazards causing harm to as low a level as is reasonably practicable.
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building if a fire does start.

A fire risk assessment must be carried out and kept up to date to ensure that all the fire precautions in the premises remain current and adequate. As long as there have been no material alterations and all the physical fire precautions have been properly maintained this should be undertaken annually.

#### A Fire Risk Assessment Checklist is available to assist with the Risk Assessment

The risk assessment should ensure that the fire safety procedures, fire prevention measures and fire precautions (plans, systems and equipment) are in place and working properly and identify any issues that need attention. The assessment of fire risk in Burton Memorial Hall is carried out against standards set out in the **Regulatory Reform (Fire Safety) Order 2005**.

The results for each assessment area are recorded on separate assessment records. It is then possible to determine any additional fire precaution, which may be required using guidance given in the Fire Risk Assessment document.

The term hazard includes anything that has the potential to cause harm.

The term risk indicates the chance of that harm occurring.

#### The fire risk assessment process comprises of five steps:

##### Step 1 – identify the existing fire hazards

- sources of ignition
- sources of fuel
- sources of oxygen

# BURTON MEMORIAL HALL

## Step 2 – identify the people at risk

- people in and around the premises
- people who are especially at risk

## Step 3 – evaluate, remove or reduce, and protect from risk

- evaluate the risk of a fire starting
- evaluate the risk to people from a fire
- remove or reduce fire hazards
- remove or reduce the risks to people from a fire
- protect people by providing fire precautions
  - fire-fighting
  - escape routes
  - lighting
  - signs and notices
  - maintenance

## Step 4 – record, plan, inform, instruct and train

- record any major findings and action taken
- prepare an emergency plan
- inform & instruct relevant people
- provide training

## Step 5 – review:

- review the fire assessment regularly
- make changes where necessary