

VHM DESK OPERATING PROCEDURE

Serial No	Title	Sponsor
007	FOSTON VILLAGE HALL FIRE SAFETY POLICY	Chairman FVH

References:

- A. [Regulatory Reform \(Fire Safety\) Order 2005.](#)

GENERAL

The Foston Village Hall Fire Safety Policy has been written to guide the General Public/ Hall Users of the requirement expected of them when attending events, where failure to observe this guidance will not only jeopardise their safety but will also put other members of the public at risk. Therefore, the FVH Committee ask for your full cooperation in keeping FVH safe from the risk of Fire.

FOSTON VILLAGE HALL

Foston Village Hall is a small hall in comparison to most, where we have one large hall with several side rooms adjoining; Store, Kitchen, old doctors' room, Foyer: accommodating the Gents, Ladies and disabled toilets. There is also a bar area in the corner of the Hall.

FIRE PLAN

ENVIRONMENTAL FACTORS.

The Village hall is a simple building at one level which benefits the user in that the size and laydown makes it easy to establish the whereabouts of others quickly should an incident or Fire occurs. This makes the Fire Plan simple but effective, in allow individuals to quickly evacuate the building should the need arise.

FIRE PREVENTION.

The FVH Committee are responsible for the upkeep and management of the Village Hall, which includes:

- **Conducting Fire Safety Risk Assessment.** These are reviewed annually or when an incident or event makes a review necessary. The Current Fire Safety Risk Assessment is attached and is also included as part of the Site Survey and H&S Audit.
- **Maintaining a Village Hall Fire Diary.** The Fire Diary is a key document for recording all events or occurrence relating to Fire Safety Management forming part of the Audit and Assurance process event such as:
 - Fire Practises
 - Service of Fire Alarms
 - Inspection and servicing of Fire Extinguishers
 - Fire Risk Assessments
- **To provide and maintain Fire Fighting Equipment.** This equipment is there to tackle a small fire and/ or aid your escape. Extinguishers must not be used as door stoppers or tampered or played with. Fire equipment is located in the following areas:

- - Kitchen - CO2 Extinguisher and Fire Blanket.
 - Main Hall – 2 x Water Extinguishers (located at the top and bottom of the Hall)
- **To Provide for an adequate Alarm System.** As the hall is a Small building the Alarm is raised Verbally, by the individual discovering the fire Shouting:

“FIRE, FIRE, FIRE”

On hearing the “Verbal Alarm”, all occupants of the Hall are to leave the building quickly and make their way to the Assembly Area

- **Adequate Means of Escape.** To ensuring an adequate means of escape from the hall to the Fire Assembly Point, there are 4 external doors:
 - Main Hall Right Side
 - Main Hall Left Side
 - Kitchen Back Door
 - Hall Main Entrance

The Fire Assembly Point is on CHURCH STREET(near field).

- **Other Considerations.** The Hall is a no smoking zone therefore, smoking is only permitted at the designated smoking area at the Hall Gate Entrance. Smokers are asked to discard cigarette ends, in the bucket provided.

SUMMARY

Your Safety is important to us and we would ask for your full cooperation in helping us in keeping FVH a safe place for all to uses as a community. If you see something that you feel is not right, please bring it to the attention of your Committee.

Claude Pereira

(E-Signature Ref: 215)

CNR Pereira
Chairman
For FVH Committee