

To the Secretary

Date

14 / 11 / 2015,

Ferring Village Hall

Fire Safety Procedures

In order to comply with the Fire Regulations the Ferring Village Hall Management Committee need to be assured that all organizations using the Village Hall are aware of their responsibilities.

It is important that the Emergency Management Plan is understood. Two copies are attached.

One copy to be signed and returned to the Booking Secretary, the other for your records.

Enclosed please find a plan of the Village Hall giving the position of the following.

Fire Alarms.

Emergency Action Instructions.

Escape Doors.

Fire Extinguishers.

Fire Blankets (Kitchens).

Also enclosed a copy of the Emergency Fire Action Instructions as displayed around the building at each Fire Alarm Point and a copy of our notes regarding Fire Precautions.

The Fire Officer also requests that you provide written details of your normal activities and any materials used.

You must not do anything that will put your members or others at risk.

It will also be necessary to do a Fire Alarm Test with all your members present.

This is a sound test only, it will not be necessary to vacate the building

A member of the Village Hall Fire Committee will be pleased to meet with you to discuss any observations you may have.

For the Village Hall Management Committee,



FERRING VILLAGE HALL FIRE PRECAUTIONS

DISCLAIMER

These notes are provided by the Ferring Village Hall Committee to help the Responsible Person.

They do not over ride the requirement of the Fire Safety Regulations

A Fire Risk assessment for Ferring Village Hall has been carried out by the competent person

The result Low Risk.

A copy of the report is available for your inspection and information.

Please contact Mr. J Franklin

RESPONSIBILITIES OF THE RESPONSIBLE PERSON

To be read in conjunction with the Ferring Village Hall Emergency Management Plan

(copy attached) One copy of this form must be signed by the Hirer and returned to the Booking Secretary at the start of the hirer period.

The Fire Safety Regulations dated 2005 with effect from 1st October 2006 apply to the Ferring Village Hall.

The order requires Fire Precautions to be put in place.

Responsibility for complying with the Fire Safety Order rests with the Responsible Person.

This is the person on site who has control of the premises on behalf of the Group/Individual making the Booking.

The Responsible Person must have one other competent person appointed to assist.

The Responsible Person must focus on the safety of "relevant persons" and pay particular attention to those at special risk. Such as disabled, those with special needs. Children, visitors and the General Public when admitted.

There is now a public telephone in the village hall for emergency use only. The Responsible Person should have a mobile phone or access to one in case of an emergency.

The Responsible Person must make all their members aware of the Fire Safety Procedures.

There will be times when a number of people have some responsibility.

There must be co-operation between Responsible Person for the other Groups/individuals using the Village Hall at the same time.

An evacuation shall take place when there is a danger to anyone in the building. This may be from Fire, Water, Gas Leak or structural concerns.

ACTION OF THE RESPONSIBLE PERSON ON ALARM BELLS BEING ACTIVATED

Check cause of alarm.

Responsible Person to call Emergency Services 999, GIVE ADDRESS Ferring Village Hall, 90 Ferring Street, Ferring, BN12 5JP

Everybody out of the building. THIS IS MANDATORY

Check all the rooms, kitchen and toilets are empty.

Close all doors as you go round.

New members to be made aware of the Fire Safety Procedures.

No one to go back into the building until advised by the Fire Office or Responsible Person if a false alarm.

If you change your Responsible Person please advise the Village Hall Management Committee in writing.

Please leave the building by the closest and safest route possible to any of the Fire Exits.

Please go direct to the muster point on the Village Green. DO NOT GO HOME OR ELSEWHERE.

Each Group to have an attendance book detailing the members present on the day. A detailed check to be made at the muster point to confirm that everyone is present.

All Fire Exits and Corridors to be kept clear at all times.

Sleeping is not allowed on the premises.

Please note the attached plan of the Village Hall giving details of Fire Alarms, Escape doors, Emergency Action Instructions and all Fire Extinguishers and Fire Blankets.

Everyone using the Village Hall has a duty of care to the building and others using the building.

All to watch out for damage, faults, Wear and Tear or other circumstances which could pose a hazard to anyone using the building.

It is important that Chairs and Tables are stacked correctly.

FERRING VILLAGE HALL

90 FERRING STREET, FERRING, WEST SUSSEX BN12 5JP

HIRE'S NAME & ADDRESS

BOOKING SECRETARY

EMERGENCY MANAGEMENT PLAN

1. Responsible Officer(s) i.e. Chairperson, Secretary, Key Holder etc. must accept responsibility in respect of training members in EMERGENCY PROCEDURES and EVACUATION
2. The Responsible officer must have one other competent person appointed to assist.
3. The method of raising the alarm – SET OFF FIRE ALARM – Round Red Box found in all Areas – IN ALL CASES THE BUILDING MUST BE EVACULATED. This is mandatory
4. Action to be taken on hearing or receiving the alarm – FOLLOW INSTRUCTIONS AS DISPLAYED AND ATTACHED TO THIS EMERGENCY PLAN
5. Telephone now in hall – please have a Mobile phone available. The following information should be given to Emergency Services – FERRING VILLAGE HALL 90 FERRING STREET FERRING BN12 5JP
6. Responsible Officer(s) must be familiar with location and use of the fighting equipment.
7. Responsible Officer(s) must be aware of the escape routes – as indicated by Notices.
8. Responsible Officer(s) must be able to operate all Fire Doors and any special fixings.
9. Responsible Officer(s) must be aware of the location of normal and emergency switches & controls
10. All responsible Officer(s) must be aware of the location of the Evacuation Muster Point – as per notices
11. All responsible Officer(s) must be 18 years of age or over and able-bodied.
12. Each wheelchair must be accompanied by an able-bodied adult.
13. Responsible Officer(s) must ensure toilets, kitchens and corridors are evacuated.
14. Responsible Officer(s) must ensure that FIRE EXITS, PASSAGES and CORRIDORS are clear of obstructions.

THE MANAGEMENT COMMITTEE WILL ADVISE ON ANY POINTS NOT UNDERSTOOD BY THE HIRER

I understand the above Emergency Plan and agree to comply with it.

Signed

Date

On behalf of:

THIS FORM MUST BE SIGNED AND RETURN TO |THE BOOKING SECRETARY

FERRING VILLAGE HALL

90 FERRING STREET, FERRING, WEST SUSSEX BN12 5JP

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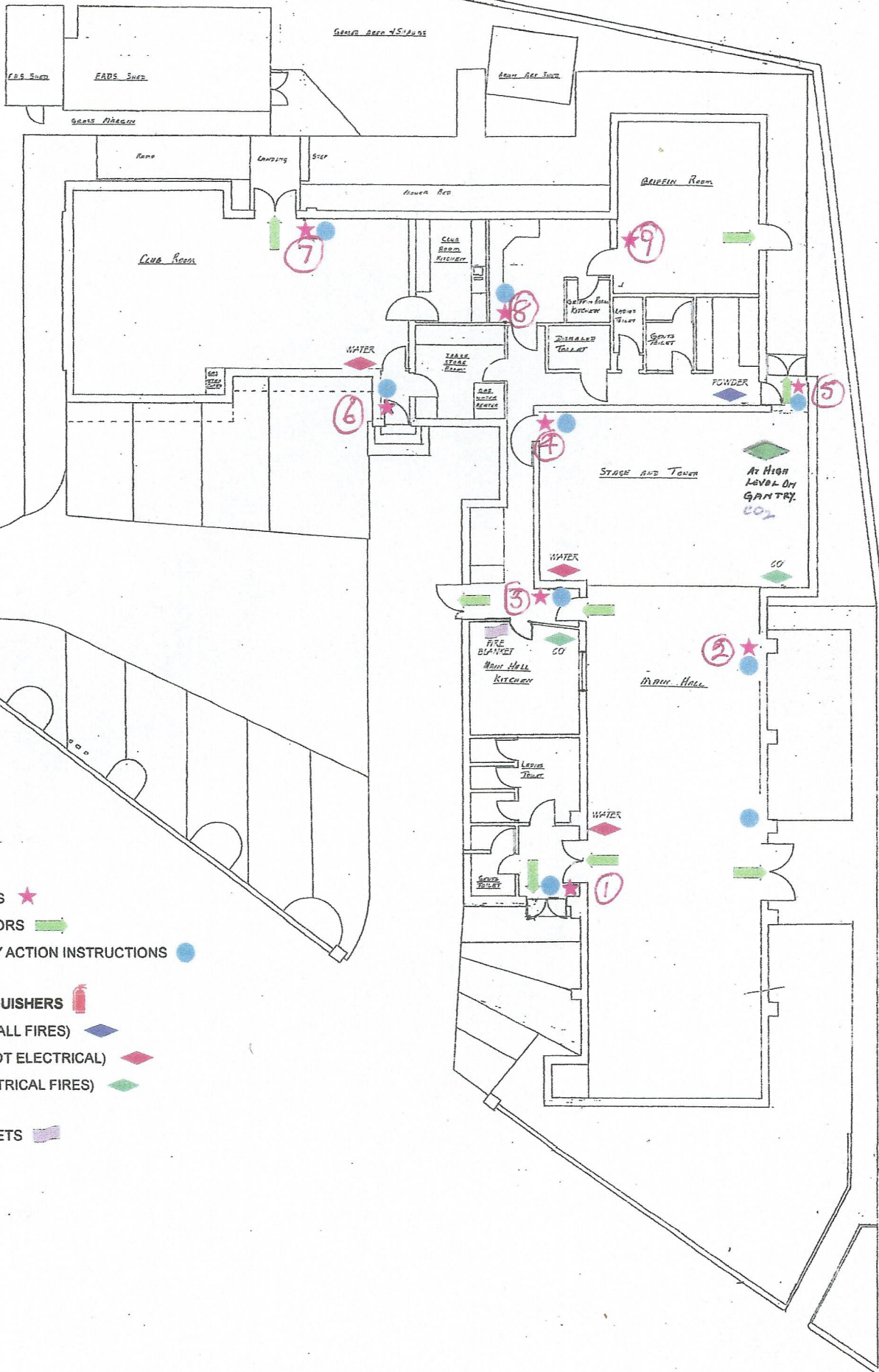
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FIRE ALARM POINTS NUMBERED 1 TO 9

PERRING VILLAGE HALL, EXISTING LAYOUT
JANUARY MARCH 2018 SCALE 1:50

Dance Area



KEY

FIRE ALARMS ★

ESCAPE DOORS →

EMERGENCY ACTION INSTRUCTIONS ●

FIRE EXTINGUISHERS

POWDER (ALL FIRES) ◆

WATER (NOT ELECTRICAL) ◆

CO² (ELECTRICAL FIRES) ◆

FIRE BLANKETS ■



Fire action

Any person discovering a fire

- 1 Sound the alarm.
- 2 **999** to call fire brigade.
- 3 Attack the fire if possible using the appliances provided.

On hearing the fire alarm

- 4 Leave building by **NEAREST** route.
- 5 Close all doors behind you.
- 6 Report to assembly point.

FERRING VILLAGE GREEN



Do not take risks

Do not return to the building for any reason until authorised to do so.