

Ferring Village Hall

Fire Safety Policy

Responsibilities of the Trustees

Ferring Village Hall (FVH) is a registered charity (under number 1167736), and the trustees are responsible for the day-to-day management of the Village Hall. The trustees are responsible for the implementation of this Fire Safety Policy. The FVH Trustees will implement the following to ensure the fire safety of all users of the Village Hall and the Building:

1. FIRE SAFETY CO-ORDINATOR

FVH will appoint one of its trustees to act as the Village Hall's Fire Safety Co-ordinator. This person will oversee the regular fire safety checks (detailed on items below) which they will sign off the results in the Fire safety Log Book. The Co-ordinator will monitor that all inspections have been carried out.

2. FIRE SAFETY LOG BOOKS

All relevant Fire Safety log books detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc, will be maintained by the FVH Trustees.

3. FIRE ALARM SYSTEM

A Fire alarm test will be carried out weekly, and results recorded in a log book. The Fire Alarm system will be maintained yearly by recognised contractor.

4. SMOKE DETECTORS

Smoke detectors will be tested twice yearly by a recognised contractor, and results recorded in a log book. Detectors will be checked for expiry dates.

5. FIRE FIGHTING EQUIPMENT

Firefighting equipment will be provided in appropriate places within the Village Hall, according to the particular fire risk posed (e.g. Fire Blanket within the kitchen). All firefighting equipment will be visually checked at least on a monthly basis by the FVH Trustees, and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded. Any extinguisher that has been discharged / damaged must be replaced immediately by the recognised contractor.

6. EMERGENCY LIGHTING

All emergency lighting will be visually checked at least on a monthly basis by the FVH Trustees, and will be tested on an annual basis by the FVH Trustees, and the results recorded.

7. ESCAPE ROUTES AND 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.

8. ELECTRICAL SYSTEM AND APPLIANCES

The Village Hall's electrical wiring installation will be inspected every 5 years by a recognised contractor, and the results recorded. All portable electrical appliances provided by FVH Trustees will be tested bi-annually by a recognised contractor, and the results recorded.

9. FIRE SAFETY INSPECTIONS

The FVH Trustees will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment to ensure that:

- All firefighting equipment is present and serviceable
- All fire routes and exits are free from obstruction
- All fire doors are kept shut when not in use
- All emergency lighting and smoke detectors are working
- Any flammable liquids are correctly stored
- 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.

10. FIRE AND EMERGENCY EVACUATION

All users of the Village Hall will be required to familiarise themselves with this 'FIRE Safety Policy', available from our website, and displayed on the noticeboard in the main corridor.

FVH Trustees will from time to time conduct formal fire evacuation drills.

Responsibilities of the Hirer

YOU, THE HIRER are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Ferring Village Hall during your hire of the Village Hall. At all times Ferring Village Hall is in use, the 'RESPONSIBLE PERSON' must be in charge, and 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!

1. BEFORE YOUR EVENT STARTS:

- 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 your attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' for your group.
- Hirers should decide on an appropriate 'Assembly Point' for their group. Larger groups should assemble on the Village Green opposite Co-Op. Smaller groups can assemble outside the butchers shop.

2. DURING YOUR EVENT:

- Count number of attendees at your event if possible / practical.
- 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 no vehicle obstructs the Village Halls' main entrance ramp.
- Ensure that emergency vehicles have a clear access route to the Village Hall from the street.

- 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.

3. IN THE EVENT OF THE FIRE ALARM SOUNDING - **Take Command!**

- Give loud and clear instructions.
- Tell everybody to:
 - In an orderly manner immediately evacuate the building using the nearest available exit and give assistance to people with visual or hearing difficulties & wheelchair users as necessary.
 - Gather at the 'Assembly Point'
- Call **THE FIRE BRIGADE - DIAL 999** and give this address:
**Ferring Village Hall,
 Ferring Street
 Ferring
 West Sussex
 BN12 5JP
 What Three Words : SLUG BROKE STUFF**
- Check every Village Hall room is safe to enter, to ensure that everyone has left
- Fire extinguishers should be used to clear a safe passage to a Fire Exit if needed
- Once outside, at the 'Assembly Point', check that everyone is accounted for
- Check that the area around the Village Hall is clear for the emergency services vehicles
- Do not allow anyone to enter the Village Hall until a fire officer or a trustee tells you it is safe
- Ensure a key holder remains available to give the Fire Brigade access if necessary
- Contact a FVH Trustee on one of the telephone numbers shown below:
 - **Simon Cornish - 07761 360 285**
 - **Debbie Dilks – 07779 395 455**
 - **Carole Fordyce – 01903 243219**

DO NOT:

- Congregate in the car park, or on the land surrounding the Village Hall
- Sit in your car in the car park
- Delay evacuation by gathering belongings or attempting to complete a task
- Return to the Village Hall until either a trustee or a firefighter instructs you to
- Silence the alarm system

IMPORTANT:

- The fire alarm being silenced does not necessarily mean it is safe to return to the Village Hall
- A full scale return to the hall should only take place once permission from either the fire brigade or a trustee has been given to the group / activity leader.

This policy will be reviewed by the Trustees every two years.

Approved by the Trustees: 15 October 2025