

## **Little Chalfont Parish Council**

### **Little Chalfont Village Hall**

#### **Fire Safety Policy and Notes**

1. The village hall is a single floor building with one large hall space, a kitchen, toilets and an office.
2. A number of methods are in place to prevent and contain fires. All groups and individuals booking the hall are required to sign to say they have read and will observe all of the conditions. These include details on the maximum number of occupants, safety and action to be taken in case of fire.
3. There are both water and CO2 fire extinguishers throughout the premises at appropriate locations which are regularly checked. There are signs on all fire exit doors and on internal doors leading to the fire exit door. There is also an air horn located in the kitchen that can be used.
4. There are signs on all fire exit doors and on internal doors leading to the fire exit door.
5. If keyholders are alerted of a problem in the hall, the first key holder will visit the hall, prior to entering the hall, call the fire brigade as appropriate and call either another key holder or councillor for additional support.
6. Each hall user group or ad hoc booking will have a 'responsible person' who is in charge in the event of an emergency.
7. If a fire starts, the warning method is to shout and use the air horn provided. There are three main escape routes – through the front doors, through the back doors and through the fire exit doors in the hall. The assembly point is in the car park.
8. Each of the emergency exits has emergency lighting and if there is a power failure there is also back up emergency lighting which is checked twice a year. This is part of the programme of electrical maintenance checks which have been set up in addition to the regular checks which take place.
9. A fire risk assessment takes place on an annual basis and reviewed if any changes take place.
10. Regular checks are made of all fire doors, escape routes, smoke alarms, and ensure fire extinguishers have not been tampered with. A logbook has been started to record tests and maintenance.
11. Emergency plans are in place for dealing with a fire situation and are given to all members of staff, hall hirers and contractors.
12. Fire drills will be conducted on a regular basis. The 'responsible person' for user groups should also carry out fire drills with their specific attendees.

13. A fire safety training course took place for staff, village hall regular users and contractors in October 2018. This training included practice in the use of fire extinguishers.

**In the event of suspecting or discovering a fire a person should:**

- Raise the alarm shouting or by sounding air horn.
- Dial 999 – ask for Fire Brigade.
- Leave the building using the nearest available exit route.
- Go directly to the open air.
- Close the door on the way out.
- Do not stop to collect personal belongings.

**In the event of hearing a fire alarm a person should:**

- Leave the building by the nearest available route.
- Go to the assembly point in the car park.
- The 'responsible person' should ensure that all persons have left the building
- Never re-enter unless instructed by a fire officer.
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**Evacuation procedures for disabled and wheelchair users**

- On hearing the alarm, the 'responsible person' will ensure that anyone physically disabled, mentally impaired, vulnerable or in a wheelchair, evacuate the building the building by the nearest available exit and is assisted, if necessary, to the assembly point.
- Visual signs are situated throughout the building. Deaf or hearing impaired persons should be encouraged to advise other users likely to be in an isolated / quiet area in order that they may be notified in the event of a fire alarm being raised.

### **Duties of the nominated 'responsible person'**

- 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 everyone is 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
- 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 personnel are accounted for
- On arrival of the Fire Brigade, the 'responsible person' or deputy will make him/herself known to the fire officer in charge and pass on any relevant information such as if any one is not accounted for.

**In the event of suspecting or discovering a fire a person should:**

- Raise the alarm by shouting
- Dial 999 – ask for Fire Brigade. A public telephone is available in Station Road
- Leave the building using the nearest available exit route.
- Go directly to the open air.
- Close the door on the way out.
- Do not stop to collect personal belongings.

**In the event of hearing a fire alarm a person should:**

- Leave the building by the nearest available route.
- Go to the assembly point in the car park.
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