



## Fire Safety Policy

1. Saxilby Village Hall is a registered charity run and maintained by a Committee of Trustees for the benefit of the residents of Saxilby and its surrounding area.
2. Within the Fire Safety Policy 'Users' is intended to imply: the Committee of Trustees; volunteers; those Applicants who hire Saxilby Village Hall in order to conduct their own activity and the members of the public who attend that activity; those who use or visit the Village Hall; and the workmen, tradesmen and officials who have legitimate business to discharge at the premises of Saxilby Village Hall.
3. The Management Committee is committed to operating and maintaining Saxilby Village Hall in accordance with The Regulatory Reform (Fire Safety) Order 2005.
4. The Committee will do all that it can to:
  - a. Minimise Fire Risk
  - b. Identify and assess risks
  - c. Provide suitable fire safety equipment
  - d. Provide Fire Instructions
5. The Committee cannot be fully responsible for all the Fire Safety aspects of activities that are not under its control. While the Committee recognises its overall responsibility under the law it makes a distinction between Users and Hirers of the Hall. It must therefore alert Hirers of the Hall to recognise their own responsibilities regarding the Fire Safety aspects of their own activities while using the Hall.
6. The Committee will:
  - a. Do all that it can to engender Fire Safety within both the letter and spirit of the law.
  - b. Do all that it can to maintain a safe environment at the Premises that is Saxilby Village Hall.
  - c. Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
  - d. Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
  - e. Display a copy of this Policy.
  - f. Keep this Policy under regular review.
  - g. Alert all Users to the Fire Risk Assessment and Fire Instructions, encourage Users to read them and to adhere to both the letter and spirit of them.

- h. Make it a requirement of the Hire Agreement that Hirers do read and conform to the Fire Risk Assessment and Instructions.
  - i. Make it a requirement that appropriate fire instructions, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity.
  - j. Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.
  - k. Maintain the First Aid box in the kitchen.
  - l. Maintain an Accident Book.
  - m. Ensure all curtains have been treated and are “fire retardant” to meet regulations.
7. The Committee considers it is the duty of all users and hirers of Saxilby Village Hall to:
- a. Remain vigilant and ‘risk aware’.
  - b. To be familiar with this Policy, its supporting Risk Assessment and Fire Instructions and to conform to their requirements.
  - c. Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.
  - d. Report and record accidents in the accident book provided in the Hall.
  - e. Alert the Caretaker or a Committee Member to any newly apparent risks.
  - f. Assist the Committee with constructive suggestions as to how the Fire Safety management of Saxilby Village Hall might be improved.
8. It is the responsibility of the Caretaker to:
- a. Check all Fire Exits are kept clear.
  - b. Conduct a monthly check that the internal and external normal lighting is fully functioning, replacing bulbs as required and reporting any required maintenance needs to the Chairman and Committee.
  - c. Conduct a monthly check of the smoke alarms, fire appliances and emergency lights in the building.
  - d. Routinely check all areas are kept clean and clear from rubbish etc.
  - e. Ensure that inflammable materials such as paint are not stored on the premises.
  - f. Ensure that quantities of flammable cleaning materials and the like are kept to a minimum and stored appropriately in the Cleaning Cupboard.
  - g. Conform to the intent of the Fire Safety Risk Assessment in all respects