

LANGFORD PARISH HALL - FIRE SAFETY POLICY

Langford Parish Hall is a registered charity. Langford Parish Hall Trustees are responsible for the day-to-day management of Langford Parish Hall and are responsible for the implementation of this Fire Safety Policy.

Langford Parish Hall Trustees will implement the following to ensure the fire safety of all users of the Langford Parish Hall.

1. FIRE SAFETY CO-ORDINATOR

Langford Parish Hall Trustees will appoint one of their members to act as Langford Parish Hall's Fire Safety Co-Ordinator.

2. FIRE SAFETY LOG BOOKS

All relevant Fire Safety log books detailing the fire risk assessments, fire extinguisher inspections, emergency lighting tests and fire escape checks will be maintained by the Fire Safety Co-Ordinator.

3. ESCAPE ROUTES AND EXITS

All Langford Parish Hall fire escape routes and exits within the building are clearly marked with illuminated signs and are to be kept free from obstruction to ensure safe evacuation from the building.

4. EMERGENCY LIGHTING

All emergency lighting will be visually checked regularly by the Fire Safety Co-Ordinator and will be serviced and maintained on an annual basis by a recognized contractor, and the results recorded.

5. FIRE FIGHTING EQUIPMENT

Fire-fighting equipment is provided in suitable places within Langford Parish Hall (see locations on attached map) according to the particular fire risk posed (i.e. A fire blanket within the kitchen). All fire-fighting equipment will be visually checked regularly by the Fire Safety Co-Ordinator and will be serviced and maintained on an annual basis by a recognized contractor, and the results recorded.

6. ELECTRICAL INSTALLATION AND APPLIANCES

Langford Parish Hall's electrical wiring installation will be inspected every 5 years by a recognized contractor, and the results recorded.

All portable electrical appliances provided by Langford Parish Hall will be tested annually by a recognized contractor and the results recorded.

Langford Parish Hall's oil-fired boiler will be serviced annually by a recognized contractor, and the results recorded.

7. FIRE AND EMERGENCY EVACUATION

All hirers of Langford Parish Hall will be required to familiarise themselves with the '***FIRE Safety Guidance and Emergency Plan***' for Hirers, (attached as Appendix 1 at the end of this Policy statement) which is **ALSO** displayed on Langford Parish Hall's Notice Board.

Langford Parish Hall Trustees recommend that all regular Hirer's of Langford Parish Hall should conduct formal fire evacuation drills for their event attendees.

8. FIRE SAFETY INSPECTIONS

The Fire Safety Co-Ordinator will be responsible for conducting regular visual inspections of Langford Parish Hall and all its fire safety equipment.

These inspections should ensure, as a minimum, that:

- all fire routes and exits are free from obstruction.
- all emergency lighting is working.
- all fire-fighting equipment is present and serviceable.
- any flammable liquids are correctly stored; and that.
- there is no accumulation of rubbish within or near the building which could create a fire hazard. The results of these fire safety inspections will be suitably recorded.

9. FIRE RISK ASSESSMENTS

Langford Parish Hall's Fire Risk Assessment will be checked and updated on an annual basis by the Fire Safety Co-Ordinator and the results recorded.

The Fire Risk Assessment will be a Standing Agenda Item at all Langford Parish Hall meetings, to ensure that additional Fire Risk Assessment reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities of hirers.

Attachment: Appendix 1 - Fire Safety Guidance and Emergency Plan for Hirers

Appendix 1

Langford Parish Hall Fire Safety Policy

FIRE Safety Guidance and Emergency Plan for Hirers

Hirers - please read and be familiar with the content of these instructions before you use Langford Parish Hall.

The Hirer agrees/warrants that they will explain Langford Parish Hall fire and evacuation procedures to all Attendees at the Hirers event/s.

As the **HIRER**, you are the **'RESPONSIBLE PERSON'** who, in the event of a Fire or any other Emergency within Langford Parish Hall, must be ready to take control of the incident during your period of hire in Langford Parish Hall.

You must act as the fire marshal in the event of a fire.

Your priority should always be to Save Lives and not the building!

BEFORE YOUR EVENT STARTS YOU SHOULD CHECK THAT:

- Langford Parish Hall **green** 'Fire Exit' lights are illuminated above the Fire Exits.
- All Langford Parish Hall 'Fire Exit' routes are not blocked, for example by tables, chairs etc.
- You know where Langford Parish Hall **Fire Extinguishers** are stored and are familiar with the different uses of the water and powder fire extinguishers.
- Any electrical appliances brought into and used in Langford Parish Hall are safe, in good working order, and used in a safe manner in accordance with Langford Parish Hall Terms and Conditions
- No balloons or other decorations have been hung within Langford Parish Hall in such a way that they might fall down and obstruct a Fire Exit.
- In the event of a fire or an emergency, all your Attendees at Langford Parish Hall know the locations of all 'Fire Exit' routes and **Fire Extinguishers** and the location of the 'Assembly Point' which is situated at the entrance drive to Lottmead Farm (50 metres up Duck Street).

DURING YOUR EVENT:

- Ensure that Langford Parish Hall's 'Fire Exit' routes remain unobstructed.
- Brief any **disabled people** and/or their assistants regarding their best evacuation route from Langford Parish Hall in the event of a fire or an emergency.

- Ensure that no vehicle obstructs Langford Parish Hall's main entrance ramp, so that wheelchair users and those with prams/buggies may be able to leave Langford Parish Hall safely.
- Check that emergency services vehicles have a clear access route to the front of Langford Parish Hall.
- Check that your event attendees do not engage in any activity that is likely to cause a fire, for example smoking, use of candles or other naked flames.
- Remain vigilant during the event for any smells of burning, or a gradual build-up of smoke.

EMERGENCY PLAN

- **In the Event of a Fire or other emergency "Take Command of the situation."**
- **Give loud and clear instructions.**
- **Tell everybody to immediately evacuate the building using the nearest available exit and gather at the 'Assembly Point' (the entrance to Lottmead Farm (50 metres up Duck Street))**
- **CALL THE FIRE BRIGADE - DIAL 999, give what3words **///input.totally.thighs** and this address:**

Langford Parish Hall
Junction of Duck Street and Wylve Road
Hanging Langford
SP3 4PA

- Check any Langford Parish Hall rooms that remain safe to enter to ensure that everyone has left Langford Parish Hall.
- Use fire extinguishers if necessary to clear a safe passage to Fire Exits.
- Once you reach the 'Assembly Point', take the names of all present and ask those assembled if they know of anyone who is missing.
- Check the area around Langford Parish Hall remains clear for use by emergency services.
- Do not allow anyone to enter Langford Parish Hall until a fire officer tells you it is safe to enter.
- Contact one or more members of Langford Parish Hall Trustees on one of the telephone numbers shown below to report the incident.

Chairman	Jo Broad	07808 093760
Bookings Secretary	Gill Leake	01722 792862
Treasurer	William Graham	07785 785069
Fire Safety Co-Ordinator	Jeremy Broad	07808 093761

LANGFORD PARISH HALL

MAP SHOWING IMPORTANT SAFETY INFORMATION



LOCATION OF FIRE ESCAPE DOORS



LOCATION OF FIRE EXTINGUISHERS



LOCATION OF FIRST AID KIT



LOCATION OF FIRE BLANKET

