

Fire Safety Policy

CREECH ST MICHAEL VILLAGE HALL

Version 1.0: May 2026

1. Statement of Intent

The Trustees of Creech St Michael Village Hall are committed to ensuring the safety of all visitors, hirers, volunteers, and contractors by maintaining robust fire safety standards in compliance with the **Regulatory Reform (Fire Safety) Order 2005** and the **Fire Safety (England) Regulations**.

2. Responsibilities

- **The Management Committee:** Maintains overall responsibility for ensuring a written Fire Risk Assessment (FRA) is conducted, reviewed annually, and acted upon.
- **Hall Hirers:** Responsible for familiarising themselves with emergency exits, keeping escape routes clear, ensuring the maximum occupancy limits are respected, and briefing attendees on emergency evacuation procedures.

3. Fire Prevention & Precautions

- **Open Flames & Pyrotechnics:** Naked flames, candles, pyrotechnics, and indoor fireworks are strictly prohibited anywhere on the premises unless explicit prior written permission has been granted by the Management Committee.
- **Electrical Safety:** All portable electrical equipment brought onto the premises by hirers must be visually safe and PAT tested where appropriate.
- **Escape Routes:** Fire exits, corridors, and external escape pathways must remain clear of all obstructions at all times.
- **Combustible Materials:** Combustible waste and packaging must be removed from the hall promptly at the end of each hire session.

4. Emergency Procedures

- **In the Event of a Fire:**
 1. Immediately raise the alarm using the nearest break-glass call point.
 2. Evacuate the building calmly using the nearest available emergency exit.
 3. Assemble at the designated Fire Assembly Point (Car Park area).
 4. Call the Emergency Services (**999**) immediately.
 5. Do **not** re-enter the building until the Fire & Rescue Service declares it safe to do so.

5. Servicing & Maintenance

- Fire alarms, emergency lighting systems, and fire extinguishers are professionally inspected and serviced every 6 months by certified contractors, Tone Fire, who also installed the system.
- Visual checks of emergency exit sign illumination and extinguishers are conducted at least once a month.

Policy Review

This policy and the Fire Risk Assessment are reviewed annually by the Management Committee prior to each AGM.