# GENERAL

The Foston Village Hall (FVH) Fire Safety Policy has been written to guide the General Public/Hall Users of the requirement expected of them when attending events, where failure to observe this guidance will not only jeopardise their safety but will also put other members of the public at risk. Therefore, the FVH Committee ask for your full cooperation in keeping FVH safe from the risk of fire.

**FOSTON VILLAGE HALL**

Foston Village Hall is a small hall in comparison to most, where we have one large hall with several side rooms adjoining; Store, Side room, Kitchen, and Foyer accommodating the Gents, Ladies and Disabled toilets and a small store. There is also a small bar area in the corner of the Hall.

**FIRE PLAN**

# ENVIRONMENTAL FACTORS

The Village Hall is a simple single storey building which benefits the user in that its size and layout makes it easy to establish the whereabouts of others quickly, should an incident or fire occurs. This makes the Fire Plan simple but effective, in allowing individuals to quickly evacuate the building should the need arise.

# FIRE PREVENTION

The FVH Committee are responsible for the upkeep and management of the Village Hall, which includes:

* **Conducting a Fire Safety Risk Assessment (this is included in the FVH Health & Safety Risk Assessment)**

This is reviewed annually, when the committee changes or when an incident or an event makes a review necessary.

* **Maintaining a Village Hall Fire Safety Maintenance Checklist**

This is used as a means to support the Village Hall Fire Safety Policy and identifies further investigation or actions needed as necessary.

* **Provision and Maintenance of Fire Fighting Equipment**

This equipment is there to tackle a small fire and/or aid your escape. Extinguishers must not be used as door stoppers, tampered or played with. Fire equipment is located in the following areas:

* + Kitchen - CO2 extinguisher and Fire Blanket
  + Main Hall - 2 Water extinguishers located at the top and the bottom of the Hall
  + Bar Area - CO2 extinguisher
* **Provision of an adequate Alarm System**

As the Village Hall is a small building the Alarm is raised verbally by the individual who discovers the fire by shouting:

**“FIRE, FIRE, FIRE”**

* **Adequate Means of Escape**

On hearing the verbal Alarm, all occupants of the Hall are to leave the building quickly and make their way to the assembly area. The nominated responsible person at the event should perform a sweep of the toilets to make sure everyone has evacuated, and then call the Fire Brigade using What3Words for the location

**frown.ironic.crisp**

There are four external doors which can be used as means of escape from the hall to the Fire Assembly Point:

* Main Hall Right Side
* Main Hall Left Side
* Kitchen Back Door
* Hall Main Entrance

**The Fire Assembly Point** is at the end of Church Street nearest the field. The hall car park should not be used so that the Fire Brigade can have unhindered access.

* **Other Considerations**

The Hall is a No Smoking Zone, therefore smoking is only permitted at the Hall Gate Entrance. Smokers are asked to discard cigarette ends in the sand bucket provided.

**Summary**

Your safety is very important to us and we ask for your full cooperation in helping us keep FVH a safe place for all uses by the community. If you see anything that you feel is not right, please bring it to the attention of the Village Hall Committee.

Pam Fellows

Chair

On behalf of the FVH Committee

1 June 2023