



18 High Street
Halberton
Tiverton
Devon
EX167AF

HALBERTON VILLAGE HALL

Fire Safety Policy

Charities Number: 300845

Responsibilities for the Management Committee.

Halberton Village Hall is a registered charity with annually elected Trustees being responsible for the day-to-day management of the Village Hall. The Trustees are responsible for the implementation of this Fire Safety Policy. The Trustees will implement the following to ensure the fire safety of all users of the Village Hall and the Building:

1. FIRE SAFETY Officer.

The Trustees will appoint one of its members to act as the Village Hall's Fire Safety Officer. This Fire Safety Officer will co-ordinate a rota for Trustees to undertake Fire safety checks (detailed on items below) which they will sign off the results. The Fire Safety Officer will monitor that all inspections have been carried out.

2. FIRE SAFETY LOG BOOKS.

All relevant Fire Safety log books and certificates detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc, will be maintained by the Trustees.

3. FIRE ALARM SYSTEM.

Fire alarm test carried out weekly and the results recorded. Fire Alarm system will be maintained yearly by a recognised contractor.

4. FIRE FIGHTING EQUIPMENT.

Firefighting equipment will be provided in appropriate places within the Village Hall, according to the particular fire risk posed (e.g. Fire Blanket within the kitchen). All firefighting equipment will be visually checked at least on a monthly basis by the Trustees and the results recorded. All Fighting equipment will be serviced and maintained on an annual basis by a recognised contractor. Any extinguisher that has been discharged / damaged must be replaced immediately by the recognised contractor.

5. EMERGENCY LIGHTING.

All emergency lighting will be visually checked at least on a monthly basis by the Trustees. Emergency Lighting will be serviced and maintained by a recognised contractor.

6. ESCAPE ROUTES AND EXITS.

All Village Hall escape routes and exits are clearly signed, and will be kept free from obstruction at all times, this is to ensure safe evacuation from the building.

7. ELECTRICAL SYSTEM AND APPLIANCES

The Village Hall's electrical wiring installation will be inspected every 5 years by a recognised contractor. All portable electrical appliances provided by the Hall will be tested annually by a recognised contractor (PAT Tests). The Village Halls boiler will be serviced annually by a recognised contractor.

8. SIGNAGE & ASSEMBLY POINT.

Details of escape routes; evacuation procedures and assembly points should be recorded on the "Fire Action Notice" displayed adjacent to call point positions. All fire exit signage MUST include a pictogram, i.e. the "running man". The Fire Safety Officer should designate a safe assembly point, for both non-disabled and disabled hall users, in the event of an evacuation. All Hall users' & visitors are made aware of these locations which should clearly be indicated on the Fire Action Notice.

9. FIRE SAFETY INSPECTIONS.

The Trustees will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment.

- *All firefighting equipment is present and serviceable both floor standing or wall mounted and not used as a "door stop".*
- *All fire routes and exits are free from obstruction.*
- *All fire doors are kept shut when not in use and not propped open, vision panels must never be obstructed*
- *Any flammable liquids are correctly stored (COSHH).*
- *There is no accumulation of rubbish within or near the building to create a fire hazard.*

10. FIRE RISK ASSESSMENTS.

Fire Risk Assessment will be managed by Trustees 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.

11. FIRE AND EMERGENCY EVACUATION.

All users of the Village Hall will be required to familiarise themselves with the 'Fire Safety Guidance and Emergency Plan' for Hirers which is displayed on the Hall's Notice Board within the Hall lobby. Trustees will recommend that all regular Hirer's of the Hall should conduct formal fire evacuation drills for their event attendees.

Reviewed August 2025

Halberton Village Hall Trustees have discussed and agreed the above policy.