



18 High Street

Halberton

Tiverton

Devon

EX167AF

HALBERTON VILLAGE HALL

Opening & Closing policy in relation to Fire safety.

Charities Number: 300845

Halberton Village Hall Trustees recommend that hosts and event hirers check the condition of their hire with emphasis on Fire safety. A simple checklist to ensure the building is suitable and ready for the event to take place is provided.

Opening or start of hire checklist:

At the opening of the premises or start of the hire please make sure that exits are clear, fire equipment is in place and, if possible, check the fire alarm control panel system is free from any faults and you have not identified any other Fire safety or hazard concerns. If you have Fire concerns please report them to a Trustee as soon as possible.

Closing or end of hire checklist:

At the close or end of hire please ensure the property is left in a sterile condition as possible. Ensure Fire Doors are closed and entry/exit doors are locked as appropriate. Furthermore check no electrical items have been left on or are charging. Any naked flames or any other heating items must be switched off or extinguished. This is good proactive preventative Fire safety measures helping to keep all users of the hall safe.

Reviewed August 2025

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