



18 High Street
Halberton
Tiverton
Devon
EX167AF

HALBERTON VILLAGE HALL

Hirer's Fire Drill Policy

Charities Number: 300845

To: Any group that hires the Village Hall facilities:

Please be aware of the evacuation procedures in the event of a fire on the Hall premises. The procedures can be found displayed on the notice board in the main entrance hall foyer as well as the notice board in the Jubilee Room. The conditions of Hire agreement (**Public Safety Compliances page 2, section 6 bullet points 6a and 6b**) acknowledges that the Hirer has read, and is aware of, the fire evacuation procedures.

The Trustees take Health and Safety and regulatory responsibilities very seriously and carry out regular fire alarm tests which are recorded. Annual checks, by the fire brigade, ensure that all firefighting equipment is in full working order and any suggestions for improvement are acted upon immediately.

With this in mind we respectfully ask that users of the Hall (especially regular users) carry out a practice fire drill so that everyone is aware of the easiest and safest route to their nearest fire assembly point.

The best time for a fire drill is not a decision to be made by the Trustees but is the responsibility of the Hirer(s) of the Hall. All that Trustees require is an acknowledgement, for our records, that a practice fire drill has been done.

Regards.
Robert Stevens
Secretary of Halberton Village Hall
On behalf of all Trustees of Halberton Village Hall

Reviewed August 2025

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