

# STOKE BISHOP VILLAGE HALL

## Emergency Fire Plan for Short term hiring

### Responsibilities of Temporary Responsible Person

As the hirer, you are the Temporary Responsible Person for the event/function and have legal duties with regard to the safety of those attending and assisting at the event. Any portable electrical appliance brought into the hall must have been tested and certified as safe by a qualified electrician.

Before the event or function, you should be aware of:-

1. What fire protection systems are present?
2. Identification of escape routes and exits.
3. Checking that all escape routes are clear of obstruction and any combustible materials.
4. The location of firefighting equipment and their specific use.
5. The fire alarm can be activated by pressing any of the break glass call points by the exit doors.
6. In the event of detecting or suspecting a fire, you should arrange an evacuation of the Hall, and dial 999 for the Fire Service.
7. The Fire Action Notice is fixed to the wall of the entrance hall, adjacent to the fire alarm panel.
8. The persons leaving the building should be directed to the assembly point which is the pavement outside the front window of the Hall.
9. Firefighting is not essential, and should always be secondary to raising the alarm, evacuating the premises, and then calling the Fire Service.
10. The Hirer needs to know the number of people attending the event, so that they can be accounted for, and the Fire Service advised of any missing persons.

**At the start of the event or function, you should notify all those present about:-**

1. The 'No Smoking' policy.
2. The emergency plan in the event of fire, the means of activating the fire alarm call points and their location.
3. Location of exits and escape routes.
4. Location of assembly point.
5. The location of fire extinguishers.
6. Care for those with special needs.

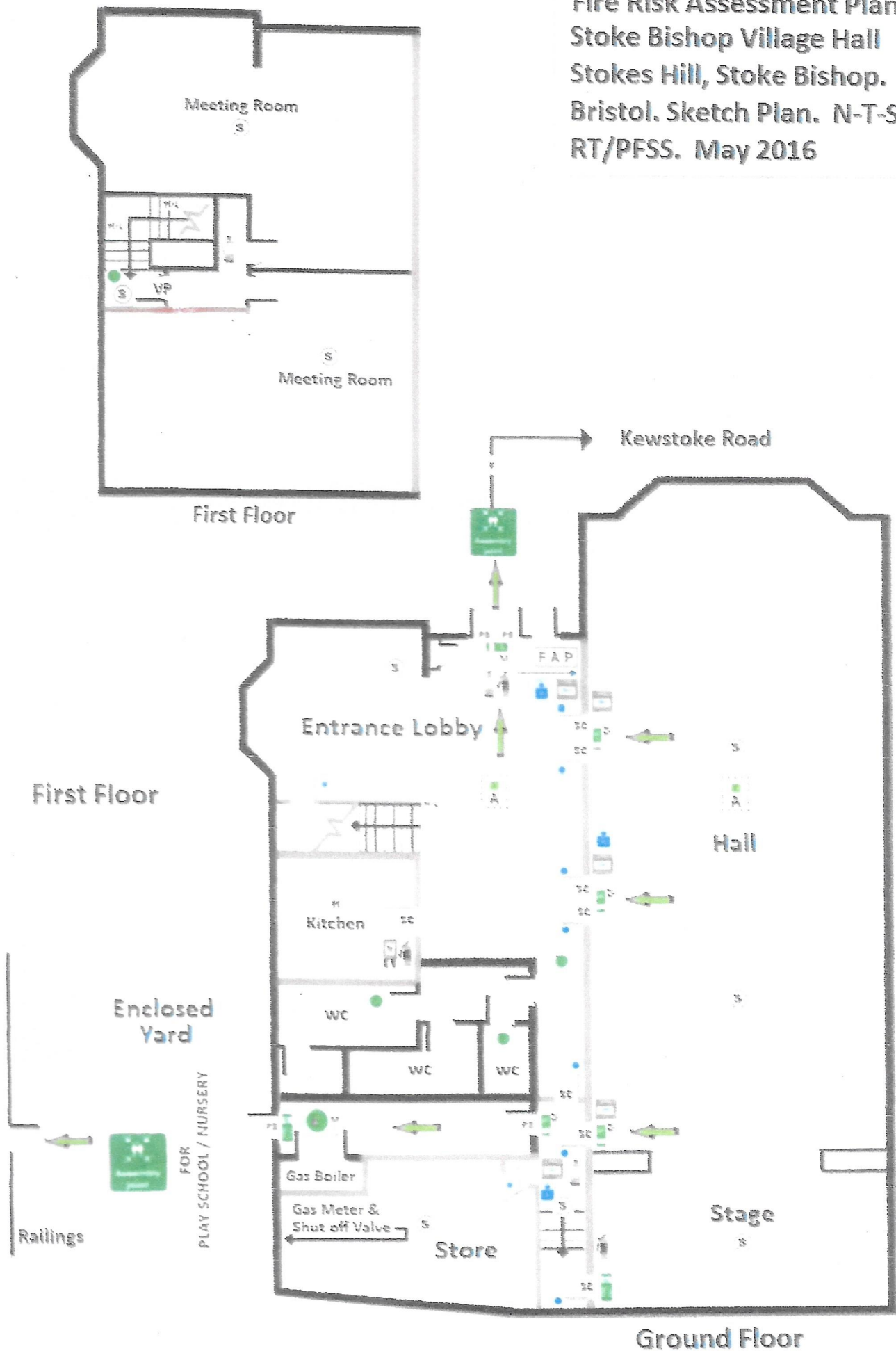
**During the event or function, you should ensure that:-**

1. Escape routes and exits do not become blocked.
2. The 'No Smoking' policy is enforced.
3. Where naked flames are present e.g. candles, combustible material is kept clear.
4. The Main Hall does not become overcrowded, (maximum of 100 persons).
5. The large upstairs room does not become overcrowded, (maximum of 20 persons).
6. The small upstairs room does not become overcrowded, (maximum of 8 persons).

**At the end of the event or function, you should ensure that:-**



1. There are no apparent sources of ignition.
2. All electrical apparatus is switched off (except the fridge) and any hot surfaces are allowed to cool before leaving.
3. All portable appliances, sound equipment, etc. are turned off and disconnected.
4. All accumulated rubbish is removed from the hall.
5. All lights are extinguished and doors properly secured to prevent unlawful entry. Particular attention should be paid to fire exits.


Fire Risk Assessment Plan  
 Stoke Bishop Village Hall  
 Stokes Hill, Stoke Bishop.  
 Bristol. Sketch Plan. N-T-S  
 RT/PFSS. May 2016





**FIRE PRECAUTIONS PLAN  
KEY TO PLAN SYMBOLS  
STOKE BISHOP VILLAGE HALL**

**General Fire Precautions**



-  Fire and smoke resisting construction  
30 minutes.
-  Fire and smoke resisting door (FD30S)  
30 minutes. Fitted with heat and smoke  
Seals and a self closing device.
- SC** Self - closing device
- PB** Door(s) fitted with a horizontal push  
bar to open (panic bar) fastening.
- DC** Door co-ordinator device.
- HRL** Handrail / Balustrades.

 Escape route






**Fire Warning System**

-  Fire alarm control and indicator panel.
-  Fire alarm break-glass call point
- Fire alarm warning sounder – Not shown.

**Automatic Fire Detection**

-  Smoke detector.
-  Heat detector.

**Emergency Escape Lighting**

-  Emergency light (luminaire)  
Non-maintained type.
-  Emergency light (luminaire)  
Maintained type.
-  Illuminated fire exit sign.  
Maintained, (Illuminated whenever  
The premises are in use)
-  Area covered / to be covered by emergency lighting.
-  Emergency lights twin spotlights.  
Non maintained type.

# STOKE BISHOP VILLAGE HALL

## Health & Safety Policy

### Part 1

#### General Statement of Policy

This document is the Health & Safety policy of Stoke Bishop Village Hall.

Our policy is to:

- Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.
- Keep the Village Hall and equipment in a safe condition for all users.
- Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.
- It is the intention of Stoke Bishop Community Association (SBCA) Committee to comply with all relevant Health & Safety legislation, and to act positively where it can reasonably do so to prevent injury, ill health or other danger arising from its activities and operations.
- SBCA Committee considers the promotion of the health & safety of those who use its premises, including contractors who work there to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.
- To this end, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.
- Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the Booking Form and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed: Richard Parsons

Position: Vice Chairman

On behalf of SBCA Management Committee

Dated: 19 June 2016

### Part 2

#### Organisation of Health & Safety

- The SBCA Management Committee has overall responsibility for health and safety at Stoke Bishop Village Hall and takes day to day responsibility for the implementation of this policy.
- It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy.
- It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

- Should anyone using the Hall come across a fault, damage or other situation which might cause injury, and cannot be rectified immediately, they should inform the Vice-Chairman or Booking Secretary, as soon as possible so that the problem can be dealt with.
- Where equipment is damaged, or otherwise faulty, a notice should be placed on it, warning that it is not to be used, and the Vice Chairman or the Booking Secretary should be informed as soon as possible.
- The following persons have responsibility for specific items:
  - First aid box – Booking Secretary
  - Reporting of Accidents – Booking Secretary
  - Fire precautions and checks – Vice Chairman
  - Risk Assessment and Inspections – Vice Chairman
  - Information to Contractors – Vice Chairman
  - Information to Hirers – Booking Secretary
  - Insurance – Treasurer
- A plan of the Hall is attached showing the location of the electricity switch gear, gas boiler and gas main tap, emergency exits and fire doors, and fire extinguishers.

### **Part 3**

#### **Arrangements and Procedures**

##### **3.1 Licence**

- The Hall is licenced for music, singing and dancing by Bristol City Council.
- The sale of alcohol is permitted through a Temporary Event Licence obtainable from Bristol City Council.
- The Hall holds a current Performing Rights Society Music Certificate

##### **3.2 Fire Precautions and Checks**

- The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A plan of the Village Hall showing the fire alarm points, fire exits and firefighting equipment is attached.
- The person with responsibility for testing the equipment and keeping the log book is the Vice Chairman.
- Cannon Security are the company hired to maintain fire alarm system.
- Advanced Fire Protection Ltd are the company hired to maintain the fire extinguishers.
- Checking of Equipment, Fittings and Services
  - Weekly – toilets, water heater, stage, accident book, fridge, outside lights, emergency lighting, fire doors, all lights, dishwasher and fire alarm
  - Monthly – first aid box, ladders and steps, locks and sockets
  - Half-yearly – window cleaning and outside gutters
  - Yearly – fire extinguishers and boiler service.

##### **3.3. Procedure in case of accidents**

- The first aid box is located in the kitchen cupboard next to the fridge. The accident forms are kept with the first aid kit. These must be completed whenever an accident occurs.
- Any accident must be reported to the Booking Secretary.

- The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is the Vice Chairman

### **3.4 Safety Rules**

- All hirers will be expected to read the whole of the Booking Form and should sign the same as evidence that they agree to the hiring conditions.
- The Booking Form states that all statutory or local regulations and rules for public safety must be strictly observed by hirers and fire & safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed.
- A Risk Assessment is carried out monthly and any risks reported to the Management Committee.

### **3.5 Contractors**

- The Management Committee will check with contractors (including self-employed persons) before they start work that:
- The contract is clear and understood by both the contractors and the Committee
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience)
- Contractors have adequate Public Liability insurance cover
- Contractors have seen the Health & Safety policy, and are aware of any hazards which might arise (e.g. electricity cables or gas pipes).
- Contractors do not work alone on ladders at height
- Contractors have their own Health & Safety Policy for their staff
- The contractor knows which member of the Committee is responsible for overseeing that their work is as asked, and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current Regulations or the Institute of Electrical Engineers Code of Practice.

### **3.6 Company Providing the Hall's Employer's Liability and Public Liability Insurance Cover**

Please see Notice Board in entrance hall for details.

### **3.7 Review of Health & Safety Policy**

The Management Company will review this policy annually. The policy is renewed annually in June.