

# **Fairfield Village Hall**

## **FIRE PRECAUTIONS**

### **Assessments & Checks**

**KEEP READILY AVAILABLE  
FOR INSPECTION**

**'Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided....., are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair'**

**(Article 17.1 Regulatory Reform (Fire Safety) Order 2005)**

**It is an offence to make in any register, book, notice or other document required to be kept, served or given by or under, the Regulatory Reform (Fire Safety) Order 2005, an entry which he knows to be false in a material particular (Article 32 (2) (b))**

ADDRESS OF PREMISES: Fairfield Village Hall, Stourbridge Road, Fairfield,  
Bromsgrove, B61 9LZ

RESPONSIBLE PERSON: Conrad Palmer

LOCATION OF LOG BOOK: Filing Cabinet, Cleaning Cupboard

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## USEFUL TELEPHONE CONTACTS

Bryland Fire (Fire Extinguisher – repairs etc)	01384 573350	Building Maintenance	
Heref & Worcs Fire & Rescue Service Headquarters	0845 12 24454		

## PART 1: REGISTER OF PERSONS RESPONSIBLE FOR MANAGEMENT OF FIRE PRECAUTIONS

Date	Name	Position
04/05/16	Conrad Palmer	Chairman/Trustee
04/09/19	Mary Gibbs	Trustee
05/09/18	John Woodall	Treasurer/Trustee
03/01/18	Sharon Shorthouse	Trustee
04/05/16	Alan Mabbett	Trustee

### **The Responsible Person**

The employer, if the workplace is to any extent under his control  
or  
The person who has control of the premises  
or  
The owner

### **The responsible person must**

- **Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees and**
- **In relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure the premises are safe.**

**(Article 8.1)**

### **Competent Person**

**A person is to be regarded as competent for the purposes of the Fire Safety Order where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the preventative and protective measures.**

**(Article 18.1)**

### **Relevant Persons**

Any person who is or may be lawfully on the premises  
and  
Any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

## PART 2: NOTES ON TEST PROCEDURES AND FREQUENCIES, ETC

### 2.1 Routine Checks

Daily (before and after hire/use of hall):

- Fire exits are available for use and that all escape routes are clear.
- Fire extinguishers & blanket are in their designated location.
- Fire extinguishers, alarm points and sight of emergency lighting are not obstructed.
- Inspect fire alarm control panel.
- All unnecessary electrical equipment has been switched off.
- Internal doors are closed when Village Hall is not in use.
- External doors and windows are secured.
- Rubbish has been disposed of safely.

**Weekly:**

- Fire doors fit in the frame and self-closing devices operate correctly.
- Safety and fire extinguishers signs are in place.
- Fire exits open without obstruction.

**Monthly:**

- Fire alarm and emergency lighting systems are operational.

**Annually:**

- Service of fire fighting appliances, emergency lighting & fire alarm.
- Testing of portable electrical appliances

### 2.2 Fire Alarm

Inspect the panel daily for normal operation of the system. Record any defect in the log book and report it to a responsible person.

Every week a manual call point should be operated. A different call point should be used for each subsequent test.

Annual inspections and tests to be conducted by trained contractors.

The name and telephone number of the fire alarm service company responsible for maintenance should be displayed at the main control panel.

## 2.3 *Emergency Escape Lighting*

Because of possible failure all tests should be undertaken at times of least risk to allow for battery recharge.

- Daily test – Visually inspect indicators.
- Monthly test of self contained luminaries, by simulation of a failure of the normal lighting supply, allow sufficient time for all luminaries to be checked for proper function.
- Annual test by a qualified contractor.

Regularly inspect the system for cleanliness, particularly luminaries. Battery banks and generators should be checked following the manufacturer's instructions.

## 2.4 *Fire Extinguishers*

- Daily inspection to ensure that they are in their designated position, are unobstructed and have not been discharged, or lost pressure (those fitted with pressure indicator), or suffered obvious damage.
- Annual inspection. Service by qualified contractor

## 2.5 *Fire Blankets*

Inspect and check to manufacturers' instructions.

## 2.6 *Fire Risk Assessment*

### **Article 9.1**

**'The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purposes of identifying the general fire precautions he needs to take .....**'

The Village Hall falls within the Regulatory Reform Fire Safety Order 2005. The responsible person is required to have carried out a fire risk assessment.

An assessment of risk and managed controls has been documented & implemented. The assessment of risk & controls are reviewed every month.

## *2.7 Fire Instruction & Training*

### **Article 21.1**

**'The responsible person must ensure that his employees are provided with adequate safety training.....'**

All staff & keyholders will receive information and training on the fire safety provisions within the village hall as soon as possible after being appointed and at regular intervals thereafter, (at least annually). The information given will be based on our emergency action plan and must include:

- The significant findings of our fire risk assessment
- Staff fire procedures.
- The identity of persons with responsibilities for fire safety.
- The measures that are in place to reduce/mitigate the effects of fire.
- Any special arrangements that are in place
- The location of emergency exits and fire-fighting equipment (and the use of if appropriate).

## *2.8 Fire Drills*

### **Article 15.1**

**'The responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons.'**

Drills should be conducted to simulate fire conditions and to test fire procedures and all staff & volunteers will be conversant with the premises evacuation procedures and take part in fire evacuation drills at least once and preferably twice per year.

Debriefs on the effectiveness of the drills will be carried out so that any evacuation procedures can be changed if necessary.

## *2.9 Electrical Equipment*

Fires occurring in electrical equipment are increasing due to the improper use, application or lack of maintenance of the equipment.

To reduce the risk of fire all electrical appliances will be maintained under the provisions of the 'Electricity at Work Regulations 1989'.

## *2.10 Arson Prevention*

Security measures & the proper management of waste materials can remove an easy opportunity target of the arsonist.

Deliberate fires set in combustible materials next to the Village Hall can quickly spread to the premises themselves and can lead to a complete loss of the building and even the hall itself.

## **PART 3: Check Lists**

### Appendix A: Hirer Checks List