

OULTON VILLAGE HALL

Charity No 522771

FIRE SAFETY POLICY

Within the Policy the term 'Users' is intended to imply: the Committee; workmen, tradesmen and officials who have legitimate business to discharge at the premises Oulton Village Hall. Within the Policy the term 'Hirers' is intended to imply those Applicants who hire Oulton Village Hall in order to conduct their own activity and the members of the public who attend that activity.

Oulton Village Hall is a registered charity, run and maintained by a Committee of Trustees, for the benefit of the residents of Oulton and its immediate vicinity. The Committee is committed to operating and maintaining Oulton Village Hall in accordance with The Regulatory Reform (Fire Safety) Order Act 2005.

The Committee will do all that it can to:

Minimise Fire Risk

Provide suitable fire safety equipment.

Identify and assess risks.

Provide Fire Instructions.

The Committee cannot be fully responsible for all the Fire Safety aspects of activities that are not under its control. While the Committee recognises its overall responsibility under the law it makes a distinction between Users and Hirers of the Hall. It must therefore alert Hirers of the Hall to recognise their own responsibilities regarding the Fire Safety aspects of their own activities while using the Hall.

The Committee will:

- Do all that it can to engender Fire Safety within both the letter and spirit of the law.
- Do all that it can to maintain a safe environment at the Village Hall Premises.
- Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
- Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
- Prominently display a copy of this Policy.
- Keep this Policy under regular review.
- Alert all Users to the Fire Risk Assessment and Fire Instructions encourage Users to read them and encourage Users to adhere to both the letter and spirit of them.
- Conform to the intent of the Fire Safety Risk Assessment in all respects

After each Hire period, check that:

- Internal bins have been emptied after hires.
- Lights are turned off and appliances unplugged as appropriate.
- Stored material is stored correctly.
- All areas are tidy.

The Committee will nominate a person to check the emergency lighting and fire alarm system at regular intervals. These systems and their allied equipment are also subject to an annual maintenance contracts.