



Fire Safety Policy

The Brunton Memorial Hall

Riverside Rise

Allington

Wiltshire

SP4 0AF

Description of premises

The Brunton Memorial Hall is a modern community building situated within the residential site of Riverside Rise. It meets all current building regulations regarding fire hazards and disabled access.

The building comprises two main entrances (the front entrance accessed via the steps and leading into the main corridor with separate men's, women's and disabled toilets, and small storage room to the left and a separate kitchen to the right with its own fire-proof, automatically-closing, serving hatch. The other main access is via the ramp/slope around the building to the North of the building via the double doors into a small lobby before accessing the main hall.

Internal doors are fire-resistant. Exit doors open outwards. Cooking is via gas and water-heating is by electricity.

All parts are available to hire for both private and public events.

The tarmac car park to the front of the building has space for approximately 43 cars (including 2 disabled spaces).

There are three emergency exits that lead directly out of the hall of the building including one from the kitchen. They are clearly lit with emergency lighting. The premises meet all the requirements of the current disability legislation. The area to the rear of the building is fenced off and the gate is padlocked but provides access for grounds maintenance. To the east of the building is a grass playing area which is the designated ASSEMBLY POINT.

The Hall is a **no-smoking** area.

No fireworks, gas appliances, flammable substances or ignited candles are permitted inside the building. Smoke detectors in various places trigger an alarm in the event of a fire.

Fire extinguishers are situated in the kitchen, hallway and main hall. They are routinely inspected. The certificate is held at the registered address. Last inspection March 2023.

Fire Hazard is low, and therefore RISK IS LOW.

Principal Uses of the Village Hall

The hall is hired by a range of organisations, and private individuals for a wide variety of activities, some of which are licensable. A written agreement between the Memorial Hall and the Hirer forms the basis of the hiring arrangement. The Booking Form and Rules of Hire draw the hirer's attention to the health and safety and licensing obligations that the Booking places upon them.

The Hall will obtain the relevant license for the sale of alcohol at any events run by the Hall Committee. All private Hirers, are responsible for obtaining their own licences and compliance with all the obligations of the license and must seek permission from the Trustees to serve or sell alcohol.

The Trustees encourage all users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and their activities.

The hirer is deemed the "responsible person" and is designated as the person in charge of the hall during the hire period. It is advisable to take note of the name of everyone attending your event in the event of a fire.

The Trustees encourage Hirers to make themselves aware of the exit routes, the firefighting equipment and the plan of the Hall detailing the location of the equipment, and the escape routes. The plan is available to all Hall users and is also displayed on the wall by the side entrance. They should also identify the assembly point.

A Trustee only staffs the hall during a booked event when it is agreed necessary.

It is the responsibility of hirers to ensure the hall is securely locked after use, as the building should never be left open and unoccupied. The main doors are fitted with specialist security locks (which prevent unauthorised keys from being cut), with access to keys being controlled by the Trustees.

People at Risk

Those at risk in the event of fire are:

Staff: The Brunton Memorial Hall Committee utilises volunteers as cleaners, who have a key to the building and are generally on their own when working.

Trades People: The Trustees employ local tradespeople on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. Local tradespeople who are familiar with the building may gain access to the hall by borrowing a key from the Hirings Secretary, while others are always escorted by one or more Trustees.

Hall Users (up to 120 inside at any time): These will generally be familiar with the hall. Those that aren't will find the simple layout easy to navigate and assimilate. The main hall area is open-plan and has easily identifiable fire exits on 3 sides. Emergency lighting is installed over fire doors and around the hall, and this is tested regularly. There is a set of double-fire doors in the main hall that exit directly outside and are fitted with a push-bar release.

Disabled Persons: At a typical function there may be a limited number of disabled persons. It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. Two of the emergency exit doors are on a level with the areas or ramps outside, which are either tarmac or paved, so there are no barriers to wheelchairs.

Children: It is the responsibility of hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation.

Other Members of the Public (who are not using the hall): Members of the public may walk past the hall on their way to the residential areas or car parking.

Possible Causes of Fire

- Main power supply fault
- Ground source heat pump fault
- Portable electrical appliances fault
- Kitchen equipment faults (other than portable electrical appliances)
- Cooking accidents
- Waste (accidental ignition)
- Stage lighting system fault (including dimmer and distribution system)
- Soft furnishings - accidental ignition
- Stage scenery and props - accidental ignition
- Deliberate ignition

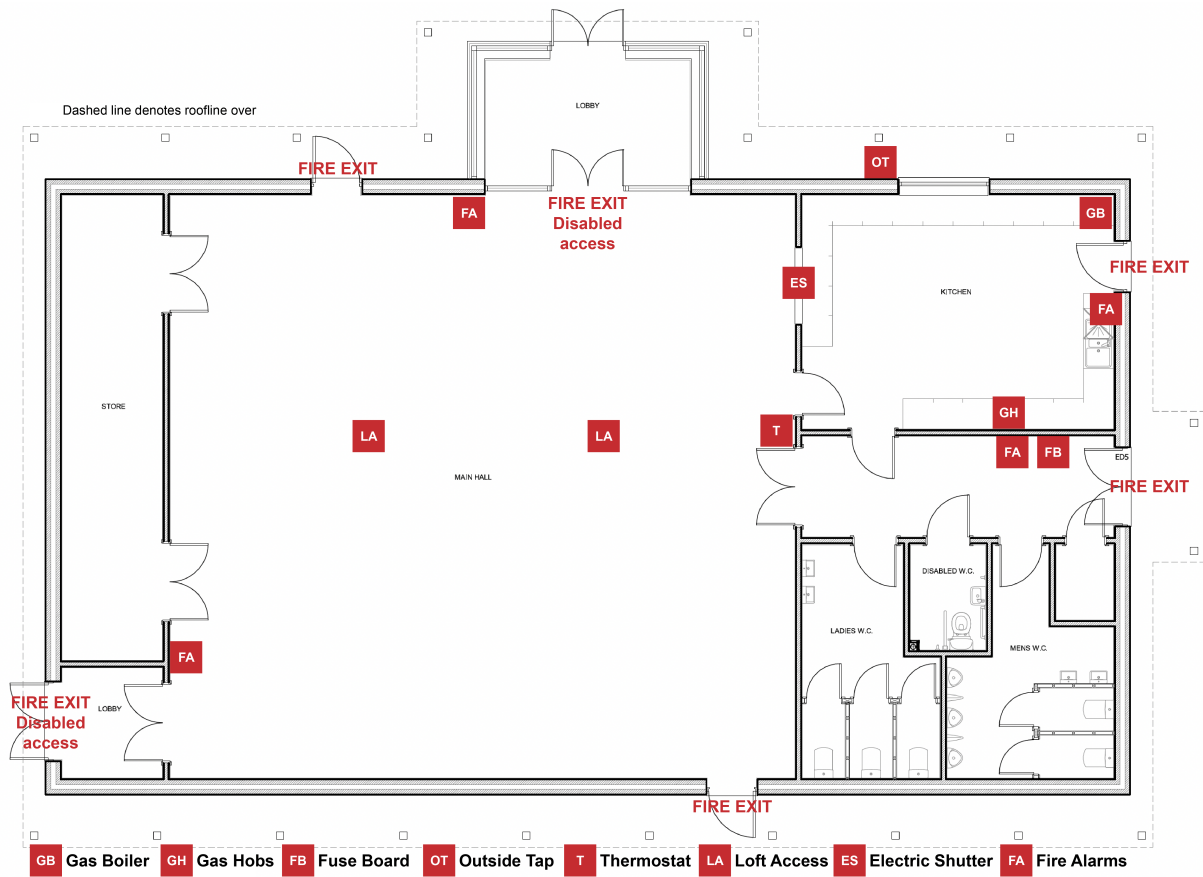
Control Measures

The primary and general control measures taken by David Stanford, the nominated Trustee and all the Trustees are to ensure that:

- Sufficient and correct fire-fighting equipment is available and a qualified practitioner inspects it at least once per year.
- A Certificate of Maintenance will be obtained for each inspection. The equipment currently (March 2023) consists of the following: 2 extinguishers: 1 x 2kg CO₂, 1 x 6 litre Water; a Fire Blanket and 2 x Smoke alarms fitted in the kitchen.
- The advice of the inspection practitioner to increase, change or move the location of the fire-fighting equipment is followed.
- The location of the fire-fighting equipment, emergency lighting and escape routes are clearly marked on a Plan that is displayed on the wall by the front entrance and available to all users and staff.
- All Fire Exit doors are checked for illumination, and ease of opening and the Emergency Exit Routes are checked and ensured they remain clear on a weekly basis. A test of continued illumination in the event of a power failure will be done quarterly. A test of the Smoke Alarms will be done quarterly.
- The Trustees test the ease of access to and through the escape routes and to the assembly points at least once per year and log the results.
- Any furnishings belonging to the Brunton Memorial Hall that are less than one metre from the floor are made of non-combustible material or a material that has been Fire Proofed to the standard applicable at the time of purchase.
- Security lighting (sensor operated) is provided and maintained on both Northern and Southern elevations as well as the Car Park in order to discourage potential intruders.
- A record of key holders is kept. Also a record, by date and session, of those hirers (ie: tutors of regular classes) that have been given temporary access to a key.
- The waste bins are checked each time the kitchen is cleaned for any fire hazards (eg: loose, inflammable materials such as paper). Where any loose material is found it will be placed inside the exterior waste bins or removed from the site.
- All the Brunton Memorial Hall Users will be made aware of their responsibilities via the Booking Form.
- All Regular User Groups will be advised that they should carry out their own Fire Risk Assessment. Whilst the Trustees will advise and encourage, they cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

Plan of the Memorial Hall showing fire exits

Note that the ASSEMBLY POINT is: the grass area to the East of the building.



Brunton Memorial Hall floor plan

FIRE!

In the event of a Fire

DIAL 999

1. The Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible at the ASSEMBLY POINT which is the **grass area to the East of the building.**
2. **A Roll Call needs to be taken.**
3. No matter how small the fire, call the fire brigade. There is a telephone within the Brunton Memorial hall. If you have a mobile phone, **Dial 999** and give this address The Brunton Memorial Hall, Riverside Rise, Allington, Wiltshire SP4 0AF
4. The Responsible Person should ensure that once the Memorial Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
5. On the arrival of the Fire Brigade, the Responsible Person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing from their last known position.
6. Attempts to extinguish the outbreak of fire using fire extinguishers should be only carried out if it is considered to be safe. If in any doubt get out of the building.
7. If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call John Hill (Chairman) or the Hirings Secretary.

NOTE: All incidents no matter how small have to be reported to the Chairperson.

The Brunton Memorial Hall Committee Contacts

| Position held | Name | Phone number |
|------------------|----------------|---------------|
| Chairman | John Hill | 07876 635 192 |
| Vice Chair | | |
| Secretary | Janet Stanford | |
| Treasurer | | |
| Hiring Secretary | | |
| Caretaker | | |