

STROUD VILLAGE HALL

FIRE SAFETY POLICY

This policy applies to all Trustees, volunteers, hirers, contractors and users of Stroud Village Hall.

1. RESPONSIBLE PERSON

The Management Committee acts as the **Responsible Person** under the Regulatory Reform (Fire Safety) Order 2005

The Committee is responsible for ensuring that appropriate fire safety arrangements are in place and maintained.

2. FIRE RISK ASSESSMENT

A Fire Risk Assessment has been completed and is reviewed annually, or sooner if significant changes occur.

The Committee will take all reasonable steps to reduce the risk of fire so far as is reasonably practicable.

A signed copy of the Fire Risk Assessment is kept in the Fire Safety File and is available from the Hall Manager.

3. FIRE PREVENTION MEASURES

The Management Committee will ensure that:

- All three fire exits are kept clear:
 - Main entrance (front of building)
 - Automatic fire doors (leading to hall gardens)
 - Kitchen fire exit (leading to car park)
- Fire doors are not wedged open
- Escape routes remain unobstructed
- Fire safety signage is maintained

- Electrical installations are inspected every 3–5 years
- Kitchen fire risks are managed appropriately
- Fire safety equipment is maintained and serviced

All Trustees, staff and hirers must report any fire hazards immediately.

4. FIRE SAFETY EQUIPMENT & TESTING

Item	Test Interval	By
Fire exits & fire alarm test	Weekly	Hall Manager
Fire extinguishers (visual)	Monthly	Hall Manager
Emergency lighting	Monthly	Hall Manager
Fire extinguishers (service)	Annual	Qualified engineer
Fire alarm (service)	Six monthly	Qualified engineer
Electrical installation	3–5 years	Qualified electrician

Records are kept in the Fire Log Book.

5. INFORMATION FOR HIRERS

All hirers receive written fire safety instructions as part of the hire agreement.

Hirers must:

- Check exits are clear before events
- Unlock the automatic fire doors leading to the garden
- Brief attendees on evacuation routes
- Ensure vulnerable persons are assisted
- Evacuate immediately if alarm sounds

Fire extinguishers are provided for trained persons and small fires only.

Evacuation is always the priority.



IN THE EVENT OF A FIRE

1. Activate the nearest break-glass alarm.
2. Call 999 and request the Fire & Rescue Service.
3. Evacuate immediately via the nearest exit.
4. Close doors behind you if safe to do so.
5. Proceed to the Assembly Point in the car park.
6. Do not re-enter the building until authorised by the Fire & Rescue Service.

There is no landline telephone on site. A mobile phone must be used.

The hirer or staff member must confirm to the Fire & Rescue Service whether all persons are accounted for.

If the fire alarm sounds continuously, the above procedure must be followed.

Signed on behalf of the Management Committee:

Name: Oliver Howe

Position: Trustee and Fire Safety Officer

Date: 25 February 2026

Signature:

APPENDIX

FIRE SAFETY CHECKLIST FOR HIRERS

Location Awareness:

- Main entrance doors (front)
 - Automatic garden doors
 - Kitchen fire exit to car park
 - Assembly Point: Car Park
 - Defibrillator location: External wall next to main entrance doors
-

BEFORE ADMISSION OF THE PUBLIC

- All exit doors open freely, are unobstructed, and accessible.
 - Unlock the Automatic Fire Exit Doors leading to the garden
 - Escape routes are clear (no chairs, boxes, buggies, or obstacles).
 - Fire doors are closed and **not wedged open**.
 - Firefighting equipment is in place and unobstructed. (Extinguishers are for trained users only - evacuation is the priority.)
 - No combustible storage is in public areas.
 - Fire alarm shows power / no error on display. (Do not attempt to test the alarm - contact emergency keyholder if there are any issues.)
 - Exit signs are illuminated.
 - No obvious fire hazards in or near the building.
-

DURING USE

- Ensure attendees know the nearest exits and assembly point.
 - Ensure all fire exits remain clear and are not wedged open.
 - The automatic fire doors must remain unlocked for the duration of the booking
 - Assist vulnerable persons if needed.
 - Evacuate immediately if the fire alarm sounds.
-

BEFORE LEAVING THE PREMISES

- Check for smouldering fires or cigarettes (including outside).
 - Turn off heaters and cookers.
 - Turn off and unplug all electrical appliances.
 - Turn out all lights.
 - Close all internal doors.
 - Secure all external doors and windows.
 - Set the building security alarm
-

Notes / Emergency Contacts:

- **Responsible Person: Oliver Howe – 07546 276369**
- Emergency Keyholder: Glen Wellstead – **07931 697499**
- **Dial 999 in the event of fire**