

Purley Memorial Hall

Reg. Charity No. 300191



Purley Memorial Hall Fire Safety Policy and Procedures

Fire Safety Policy

1. Purley Memorial Hall is a registered charity run and maintained by a Committee of Trustees for the benefit of the residents of Purley on Thames and its environs.
2. Within the Fire Safety Policy 'Users' is intended to imply: the Committee of Trustees; volunteers; those Applicants who hire Purley Memorial Hall in order to conduct their own activity and the members of the public who attend that activity; those who use or visit the Memorial Hall; and the workmen, tradesmen and officials who have legitimate business to discharge at the premises of Purley Memorial Hall.
3. The Management Committee is committed to operating and maintaining Purley Memorial Hall in accordance with The Regulatory Reform (Fire Safety) Order 2005.
4. The Committee will do all that it can to:
 - Minimize Fire Risk
 - Identify and reduce risk as far as is reasonably practicable
 - Provide suitable fire safety equipment
 - Provide Fire Instructions
5. 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.
6. 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 Premises that is Purley Memorial Hall.
 - 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.
 - Provide a copy of this Policy in Hall and advise all new hirers of its location.
 - Keep this Policy under regular review.
 - Alert all Users to the Fire Evacuation Procedures, encourage Users to read them and to adhere to both the letter and spirit of them.
 - Make it a requirement of the Hire Agreement that Hirers do read and conform to the Fire Evacuation Procedures.

- Inform Regular Hirers that it is their responsibility to ensure that appropriate fire evacuation procedures, and especially the exit routes, are briefed to members of the public using the Hall at the beginning of any activity and ensure that they must perform fire drills on a regular basis.
 - Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.
 - Maintain the First Aid box in the Main Hall.
 - Maintain an Accident Book in the Kitchen drawer.
 - Ensure all curtains have been treated and are “fire retardant” to meet 1988 regulations.
 - Display a diagram showing the location of service “cut off points” to inform the emergency services of their location, at the main entrance.
7. The Committee considers it is the duty of all Users and Hirers of Purley Memorial Hall to:
- Remain vigilant and ‘risk aware’.
 - Take a register of all adults and children as people arrive so a record of all present is available in an emergency.
 - To be familiar with this Policy, its supporting Risk Assessment and Fire Instructions and to conform to their requirements.
 - Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.
 - Report and record accidents in the ACCIDENT BOOK provided in the Hall Kitchen.
 - Check all Fire Exits are kept clear.
 - Alert the Hall Manager to any newly apparent risks.
 - Assist the Committee with constructive suggestions as to how the Fire Safety management of Purley Memorial Hall might be improved.
 - Follow all Memorial Hall policies held on their website including
 - no unsupervised children allowed in the kitchen
 - no use of ladders without authority and a second person supervising
 - no COSHH related substances present in accessible places to guests
8. It is the responsibility of the Management Committee to:
- Ensure Fire doors are clearly marked, never obstructed and easily opened from inside.
 - Conduct a monthly check that the internal and external normal lighting is fully functioning, replacing bulbs as required, reporting and completing any required maintenance
 - Conduct a weekly check of the smoke alarms, fire appliances.
 - Conduct a monthly check of emergency lights in the building.
 - Routinely check all areas are kept clean and clear from rubbish etc.
 - Ensure that inflammable materials are not stored on the premises.

- Ensure that quantities of flammable cleaning materials and the like are kept to a minimum and stored appropriately in the Cleaning Cupboard.
 - Conform to the intent of the Fire Safety Risk Assessment in all respects.
9. If a fire breaks out at the Memorial Hall, evacuation of the building is to take place as described in the Fire Procedure.

Fire Procedure – All room Hirers

It is the responsibility of THE HIRER to ensure that their helpers are aware of the following:

1. In the event of a fire, THE HIRER in charge of the Hall will instruct all persons to leave the building, using the nearest available exits and gather at the Fire Assembly Point (see 11). Hall hirers should alert any other users of the other building (Main Hall, Nicholls Room, John Devine Room & Lower Room) regarding the fire if safe to do so.
2. CALL THE FIRE BRIGADE. Use a mobile phone. DIAL 999 and give this address: Purley Memorial Hall, Glebe Road, Purley on Thames, RG8 8DP.
3. Attendants should ensure that, once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc. or wander away from the evacuation meeting place.
4. On the arrival of the Fire Brigade, THE HIRER should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
5. Attendants should not attempt to extinguish the outbreak using the fire appliances unless required to save life.
6. MAIN HALL: The positions of the fire extinguishers are by the side of the entrance to the Main Hall and by the fire door to the outside of the building.
NICHOLLS ROOM: The position of the fire extinguisher is by the fire doors to the outside of the building.
KITCHEN: - There is a fire blanket by the door into the Served.
JOHN DEVINE ROOM: The positions of the fire extinguishers are by the steps to the door into the Main Hall.
LOWER ROOM: The positions of the fire extinguishers are by the main door to the outside.
7. Attention should be drawn to the instructions for use of the extinguishers printed on each appliance.
8. Attention should be drawn to the position of the two fire exits marked in the Main Hall. In the fire exit in the Nicholls Room allows you to exit through the gate at the bottom of the ramp. Wheelchair users are able to leave through the fire exit in the Nicholls Room.

NB If wheelchair users are present during the hire of the hall, the fire door in the Nicholls Room should be opened by the hirer at the beginning of the session and checked to ensure that it is clear of any obstruction.

9. No table or other obstruction is to be placed across the fire exits.

10. On no account must anything be left in the lobbies between the fire exits from the hall and the fire doors to the outside of the Hall. These lobbies must be kept completely clear.
11. Note that the place to meet in case of evacuation of the Hall (Fire Assembly Point) is the grassed area to the side of the Hall. This is to enable the HIRER to check that everyone is present. Do not gather in the parking area to allow access by the emergency vehicles. The access gate must be kept clear.
12. The HIRER must report the incident to the Hall Manager on 07772 129187 as soon as possible.