



Milford Village Hall

Portsmouth Road Milford GU8 5DS

Managed by Milford Village Hall Management Committee
on behalf of the Milford Village Hall Fund

FIRE SAFETY POLICY

1. Responsibilities of the Management Committee

Milford Village Hall Fund is a registered charity responsible for allocating the management of the village hall. The Milford Village Hall Management Committee (MVHMC) is responsible for the day-to-day management of the village hall. The MVHMC is comprised of elected members.

The MVHMC are responsible for the implementation of this Fire Safety Policy to ensure the fire safety of all users of the village hall and the building.

2. Fire Safety Co-ordinator

MVHMC will appoint one of its members to act as the village hall's Fire Safety Co-ordinator. This person will co-ordinate a rota for MVHMC for regular fire safety checks (detailed on items below), the results of which will be signed off in the Fire Safety Log Book. The Co-ordinator will monitor that all checks and other required inspections have been carried out.

3. Fire Safety Log Book

All relevant Fire Safety log books detailing the fire risk assessments, alarm tests, firefighting equipment checks etc, will be maintained by the MVHMC.

4. Firefighting Equipment

Firefighting equipment will be provided in appropriate places within the village hall according to the particular fire risk posed. All firefighting equipment will be visually checked at least on a monthly basis by the MVHMC and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded. Any extinguisher that has been discharged or damaged will be replaced immediately by the recognised contractor.

5. Emergency Lighting

All emergency lighting will be visually checked at least on a monthly basis by the MVHMC and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.



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6. Escape Routes and Exits

All village hall escape routes and exits are clearly signed. These will be kept free from obstruction at all times to ensure safe evacuation from the building.

7. Systems and Appliances

The village hall's electrical wiring installation will be inspected every five years by a recognised contractor, and the results recorded.

All portable electrical appliances provided by MVHMC will be tested as required by a recognised contractor and the results recorded.

The village hall's gas water heaters will be serviced annually by a recognised contractor, and the results recorded.

8. Signage & Assembly Point

Details of escape routes, evacuation procedures and assembly points should be recorded on the "Fire Action Notice" in the foyer. This policy and procedure will be included in the Information for Hirers folder located in the village hall kitchen.

The Fire Safety Co-ordinator should designate a safe assembly point to be used in the event of an evacuation. All hall users and visitors should be made aware of its location which should clearly be indicated on the Fire Action Notice. Hirers will be expected to advise their visitors/clients of fire evacuation procedures.

9. Fire Safety Inspections

The MVHMC will be responsible for conducting regular visual inspections of the village hall and all its fire safety equipment. In particular the inspections should ensure:

- Firefighting equipment is present and serviceable;
- Firefighting equipment to be appropriately placed, ie in a floor stand or wall mounted;
- Fire routes and exits are free from obstruction;
- Fire doors are kept shut when not in use;
- Fire door vision panels should be unobstructed;
- Emergency lighting and smoke detectors (where appropriate) are working;
- Flammable liquids, where applicable, are correctly stored; and
- There is no accumulation of rubbish within or near the building to create a fire hazard.



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The results of these fire safety inspections should be recorded.

10. Fire Risk Assessments


A Fire Risk Assessment will be undertaken on at least an annual basis by the Fire Risk Co-ordinator or other designated person, and the results recorded.

The Fire Risk Assessment will be a Standing Agenda Item at all MVHMC Meetings, to ensure that additional Fire Risk Assessment reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities of hirers.

11. Fire and Emergency Evacuation

All users of the village hall will be required to familiarise themselves with the 'Fire Safety Guidance and Emergency Plan' for Hirers, (attached as Appendix 1 at the end of this Policy statement) which is also displayed on the hall's notice board within the hall lobby as well as in the Information for Hirers folder located in the kitchen.

MVHMC will recommend that all hirers of the hall should conduct formal fire evacuation drills in addition to advising the location of fire exits to attendees at each event.

Policy adopted:	30 September 2024
Policy review date:	30 September 2025
Signed: 	Dated: 30.09.24
Role:	Chair of Milford Village Hall Management Committee



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Appendix 1

Fire Safety Guidance and Emergency Plan for Hirers

Safety Guidance

You, the hirer, are the “Responsible Person” in the event of a fire or an emergency within Milford Village Hall during your hire of the village hall.

At all times Milford Village Hall is in use, the ‘Responsible Person’ must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

Your priority should always be to save lives and not the building!

BEFORE YOUR EVENT STARTS:

- Check that the village hall ‘Fire Exit’ lights are working – these are illuminated using the switch clearly marked in the entrance hall;
- Check that all village hall fire exit routes are clear of obstructions;
- Check that you know where the village hall’s fire extinguishers are placed;
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the village hall look safe to use;
- Check that no balloons or other decorations have been hung within the village hall so that they could fall down and obstruct a fire exit;
- Inform all attendees of the village hall’s fire exit routes, and the assembly point outside the building at the rear of the car park in the event of a fire or an emergency. Should the car park be inaccessible due to fire, you should use the alternate assembly point which is Secretts Farm Shop car park on the opposite side of the road to the village hall.

DURING YOUR EVENT:

- Count the number of attendees who are at your event. If possible have names and contact numbers available in the event of an emergency;
- Ensure that the village hall’s fire exit routes do not become obstructed;
- Brief any disabled people and/or their assistants regarding their best evacuation route from the village hall in the event of a fire or an emergency;
- Ensure that no vehicle obstructs the village hall main entrance ramp, so that wheelchair users and those with prams/buggies are able to leave the village hall safely;
- Ensure that emergency services vehicles have a clear access route to the village hall from the street by ensuring there is no parking in unauthorised areas in the car park;



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- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (eg smoking, use of candles or other naked flames);
- Be vigilant regarding any smells of burning or a gradual build-up of smoke.

AFTER YOUR EVENT:

- Ensure that the emergency lights are turned off after your event;
- Ensure that the cooker is turned off if used;
- Ensure that any extension leads and electrical equipment brought to the hall are removed from the venue;

Emergency Plan

In the event of a fire or some other emergency: Take Command!

- Give loud and clear instructions to evacuate the building by the nearest exit in an orderly manner;
- Gather at the designated assembly point, ie at the rear of the car park or, if unavailable, in the Secretts Farm Shop car park on the opposite side of the road, and wait for further instructions from the Fire Brigade;
- Do not attempt to tackle a fire;
- Call the Fire Brigade - Dial 999 and give this address: Milford Village Hall, Portsmouth Road, Milford GU8 5DS.
- Once outside, at the 'Assembly Point', check that everyone is accounted for and advise the Fire Brigade on arrival;
- Check that the street and the area around the village hall is clear for the emergency service vehicles;
- Do not allow anyone to return or enter the village hall until a fire officer tells you it is safe to do so;
- Ensure a key holder remains available to give the Fire Brigade access if necessary;
- Contact a member of the Milford Village Hall Management Committee on one of the telephone numbers shown in the Information for Hirers handbook.