**Fordham Village Hall Fire Evacuation Policy**

**Charity Number 1007775**

The Village Hall Management Committee requires that the hirer of the Village Hall reads and familiarises themselves with the contents of the Evacuation Plan.

 If the person hiring the hall is not going to be in attendance at the event, they will be responsible for nominating a responsible person to supervise the event and ensure full compliance with these procedures.

The Hirer must consider how to contact the emergency services when carrying out the event risk assessment prior to commencement of the hire period.

The emergency services can be contacted a personal mobile or by speaking to a homeowner in the immediate vicinity.

The exits to the hall are at the front of the building and via the side door opposite the kitchen. These should be made aware to your users on arrival.

Identification of vulnerable persons and those especially at risk and their evacuation arrangements should be part of the hirer’s risk assessment.

Emergency Assembly Points are at the back of the building on the field and on the corner of Ponders Road by the War Memorial. These should be made aware to your users on arrival.

# Fire and Evacuation Procedure

The event organiser or their nominated responsible person will:

1. Familiarise themselves with the locations of fire exits and fire extinguishers. Attention is drawn to the different types of extinguisher on the premises and the fact that they are designed to be used in different situations.
2. Ensure that only people trained in the use of extinguishers are permitted to use them in case of fire and that they check to ensure that the correct extinguisher is applied to the type of fire being experienced. **NB All the extinguishers are clearly labelled in accordance with the British Standard.**
3. In the event of an emergency, you will ensure that everybody makes their way, via their nearest safe Fire Exit to the Assembly Point at the back of the building on the field and on the corner of Ponders Road by the War Memorial, having been instructed not to stop to collect personal belongings on their way.
4. Ensure that children and those who are disabled are given priority and supported with evacuation.
5. Only after supervising the safe evacuation of the hall should the responsible person contact the emergency services on 999.
6. It will be necessary to make the call from a mobile telephone as there is no land line telephone in the building. Appraise the emergency services of the situation and give them the location: (Fordham Village Hall, Church Road, Fordham Essex. (CO6 3NA/ CO6 3NE)
7. The responsible person is required to take a nominal role at the Assembly Point, where practicable, to be in a position to brief the emergency services upon their arrival.
8. Under no circumstances should any attempt be made to re-enter the Village Hall until it has been assessed as safe by the emergency services.

**First Aid Procedure**

1. It is recommended a fully qualified first-aider should administer first-aid.
2. Any injury sustained must be reported to Fordham Village Management Hall Committee, whether treated by the emergency services or a qualified first-aider at the event.
3. In the event of a medical emergency, contact the emergency services on 999.
4. It will be necessary to make the call from a mobile telephone as there is no land line telephone in the building. Appraise the emergency services of the condition of the injured person and give them the location: (Fordham Village Hall, Church Road, Fordham. (CO6 3NA/O6 3NE)

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| **Policy** | **Fire Evacuation Policy** |
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**Fordham Village Hall Management Committee**

**Health and Safety Rules Policy**

**Charity number: 1007775**

It is the intention of Fordham Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from activities and operations.

Volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

* Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
* Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
* Report any evidence of damage or faults to equipment or the building’s facilities to the Booking Secretary.
* Do not work on steps, ladders or at a height until they are properly secured and another person is present
* Do not leave portable electrical or gas appliances operating while unattended.
* Do not bring into the property any portable electrical appliances which have not been Portable Appliance Tested.
* Do not attempt to move heavy or bulky items (eg. Stacked tables or chairs) - uses the trolleys provided.
* Do not stack more than five chairs.
* Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
* Do not allow children in the kitchen except under close supervision (e.g. supervised cookery lessons or in the case of older children, for supervised serving of food at functions.) Avoid overcrowding in the kitchen and do not allow running.
* Report any evidence of damage or faults to equipment or the building’s facilities to the Booking Secretary.
* Report every accident in the accident book and to the Booking Secretary.
* Beware and seek to avoid the following risks:

(a)Creating slipping hazards on polished or wet floors - mop spills immediately

(b)Creating tripping hazards such as buggies, umbrellas, mops and other items left in the halls, kitchen, toilets and storeroom.

 (c) Use adequate lighting to avoid tripping in poorly lit areas.

 (d) Risk to individuals while in sole occupancy of the building.

 (e) Risks involved in handling kitchen equipment e.g. cookers, water heaters, kettles

 and knives.

 (f) Creating toppling hazards by piling equipment e.g. store cupboards and storeroom

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| **Policy** | **Safety Rules for Hirers** |
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