

Blindcrake Village Hall
Registered charity 1171226

Fire Safety Policy

General Statement of Policy

Blindcrake Village Hall Management Committee is the 'responsible person' with respect to fire safety.

It is the intention of Blindcrake Village Hall Management Committee to comply with Fire Safety legislation including the Regulatory Reform Fire Safety) Order 2005 and the Building Safety Act 2022.

Contractors, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the fire safety practices set out by the committee, with all 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.

Fire Risk Assessment

The Management Committee has carried out a Fire Risk Assessment (appendix 1) which will be reviewed annually or if any significant physical changes take place.

The Fire Risk Assessment will be brought to the attention of hirers; a copy will be kept on the premises in the meeting room cupboard.

Fire evacuation plan

The Management Committee has drawn up a Fire Evacuation Plan (appendix 2) which is displayed on the Meeting Room notice board.

Fire alarm system

The village hall has a full fire alarm system with sensors, sounders, illuminated fire escape signs and automatic emergency lighting.

The fire alarm panel is located in the meeting room to the side of the kitchen hatch. Call points are located by each emergency exit door; in the case of fire which has not been detected by the sensors, break the glass to activate the alarm.

The alarm system is maintained by PWS systems Station Road Wigton 016973 69288

The Management Committee will check the alarm system on a weekly basis.

A plan of the alarm system is kept by the Fire alarm panel.

Fire fighting equipment

Fire extinguishers are located by each emergency exit door and outside the kitchen; only use if you feel competent to do so.

A fire blanket is located by the cooker in the kitchen.

Fire fighting equipment is checked annually by Beacon, Redhills, Penrith 01768 863551

Hall capacity

Based on hall size and fire exits, our capacity is

Main hall	110 standing	70 seated
Meeting room	35 standing	20 seated

Reviewed and agreed 06 August 2025

Fire Safety rules for hall users

To be included in hire agreement

Hirers should familiarise themselves with the fire safety rules and fire evacuation plan, and will be responsible for the safety of their group or event.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire hazards on the premises.
- The fire exit door in the main hall must be unlocked before the start of any event.
- Rear fire escape doors have a push bar mechanism.
- A no smoking policy is in place throughout the village hall
- Candles and other open flames must not be used.
- Any items cooking on the kitchen hob must be constantly attended and the cooker switched off when no longer in use.
- Self-closing fire doors must not be wedged open
- Hall equipment is subject to regular safety testing. Hall users must ensure that any appliances they bring into the hall are safe.
- The hall committee is responsible for chemical items stored in the kitchen and cleaning cupboard; please do not leave any other items on the premises.
- Hirers' party decorations should only be placed in low risk areas and removed immediately after the event.
- The corridors and fire escape routes must be kept clear of obstruction at all times.
- At the end of each event:
 - Remove waste and placed in the appropriate bin or take away.
 - Check that all electrical appliances are turned off and unplugged.
 - Turn out all lights and close all internal doors
 - Secure all outside doors and windows

Appendix 1**Fire Risk Assessment 31 July 2025****Blindcrake Village Hall****Present: Ros Berry, Cathy Keough, Craig Oliver****Fire hazards**

Sources of ignition	Risk	Mitigation
LPG tank in garden	Risk of explosion	Sited at distance from building. Will be removed under heating project
LPG boiler in kitchen.	Risk of gas escape/ignition	Checked annually. Will be removed under heating project.
Electric cooker	Risk of pan fires etc	Cooker not frequently used. Switched off after use. Fire blanket in situ.
Electrical appliances: fridge; water boiler; kettles; vacuum cleaner; dehumidifier; lamps; AV equipment; portable lamps; Christmas lights	Risk of ignition from faulty wiring	Annual PAT testing. Dispose of unnecessary/ old items. Hirers to ensure safety of own appliances brought into building.
Electrical wiring	Risk of ignition from faulty wiring	Five-yearly testing
Smoking	Risk of fire from matches/burning cigarettes	Smoking forbidden on the premises
Candles/open flames	Risk of fire from candles	Forbid use of candles on premises
Combustible items		
Housekeeping items – paper hand towels, toilet paper; Cleaning products	Could ignite & spread fire	Store away from sources of ignition
Waste paper	Could ignite & spread fire	Ensure bins emptied regularly

Upholstered furniture	Could ignite & spread fire	Chairs upholstered in fire retardant fabric
Fabric bunting in hall & meeting room	Could ignite & spread fire	Consider removing bunting except for designated events
Curtains & blinds	Could ignite & spread fire	Ensure fabric is fire retardant
Stored documents – meeting room	Could ignite & spread fire	Ensure cupboard kept tidy
Stored documents – loft storage	Could ignite & spread fire	Review documents kept. Create contained storage area for essential documents
Stored items eg Christmas, Halloween decorations; bowls equipment; Evening Inn stocks	Could ignite & spread fire	Review items kept; dispose of un-needed items. Create tidy storage area.
People at risk		
User groups - children	Children may panic in event of fire	Hirers to ensure parents are responsible for safety of children. Publicise fire evacuation plan. Fire instructions in hire agreement.
User groups – older or disabled people	People with limited mobility may find it hard to evacuate building in event of fire	Publicise fire evacuation plan. Fire instructions in hire agreement. Ensure fire exits easy to find and use.
Cleaner or other lone users eg committee members		Front door must be kept unlocked when building is in use, for access from

		outside
Management of fire safety		
	Assessment	Further action
Emergency escape routes	<p>Escape routes clearly signed Call points by each exit Fire exit doors in place Internal self-closing fire doors in place.</p> <p>Front exit door from main hall has steps down to village road Escape lighting in place Escape routes kept clear of obstruction</p>	<p>Call points shown on fire evacuation plan. Check weekly Replace door from main hall with push bar. Fire doors must not be wedged open.</p> <p>Stress risk from steps Periodic checks of escape lighting – by PWS Stressed in hire agreement</p>
Fire alarm system	<p>System in place, installed & maintained by PWS systems Station Road Wigton 016973 69288 Emergency lighting in place</p>	<p>Twice-yearly maintenance checks.</p> <p>Included in maintenance checks</p>
Fire extinguishers	Extinguishers in place; checked annually	
Management of fire safety	Fire evacuation plan not up to date	<p>Fire evacuation plan rewritten. Include in hire agreement New fire notices in place.</p>

Appendix 2

BLINDCRAKE VILLAGE HALL FIRE EVACUATION PLAN

The village hall is fitted with smoke sensors which will activate in the event of a fire, sounding the fire alarm. There are also call points by each exit door.

If the fire alarm sounds, **evacuate the building** using the following marked escape routes

- Through the main door from the meeting room onto the road – beware of traffic
- Through the door from the main hall onto the road – take care of steps and beware of traffic
- From the toilet corridor, through the push-bar door and into the garden
- From the kitchen area, through the push-handle door and into the garden

Shut doors behind you.

Ensure that children and people with limited mobility have exited the building safely.

Call the Fire Brigade by dialling 999

The Village Hall location is CA13 0QP, what3words intruded.waltzed.folks

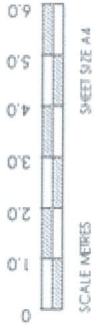
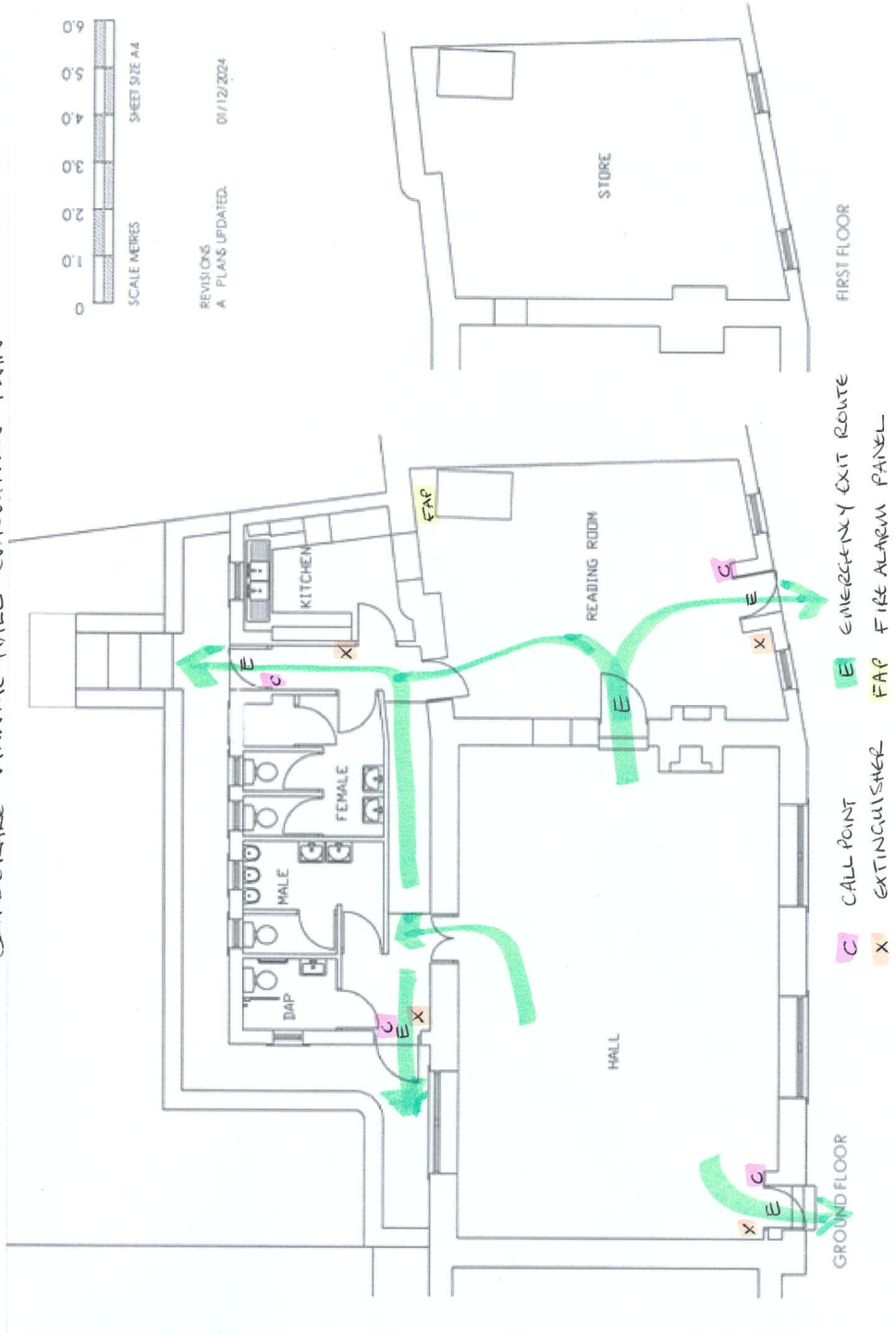
If you find a fire and the alarm hasn't sounded, **break the glass** in the nearest call point and evacuate your group.

Fire extinguishers are located by each exit door but only use them if the fire is limited and you feel confident in doing so.

Assembly point is on the village green. From the Village Hall, garden cross the Chapel House garden and across the road. Do not attempt to re-enter the building until the all clear is given.

04.08.2025

BLINDCRAKE VILLAGE HALL EVACUATION PLAN



REVISIONS
A PLANS UPDATED. 01/12/2024

FIRST FLOOR

GROUND FLOOR

- E EMERGENCY EXIT ROUTE
- C CALL POINT
- X EXTINGUISHER
- FAP FIRE ALARM PANEL

Test fire alarm

Call points are numbered and should be tested in rotation

- Find a small black plastic prong in the box to the right of the alarm panel
- Insert the prong into one of the alarm call points located by the fire exit doors
- Hold onto the lower red section of the call point and pull down
- The alarm will start to sound
- Remove the prong and push the alarm back together
- At the alarm panel turn the key clockwise to the t1 position
- Press the Silent/sound alarm button – the alarm will stop but there will be a beep
- Press reset – the beep will stop
- Return the key to the normal position – panel lights will now be off except the green power light
- Replace the black prong in the box
- Record the test on the test sheet showing the call point number