



Serving the Community

Charitable Incorporated Organisation 1162816
Tel 07748 531275

Ripley Village Hall
High Street,
Ripley, Surrey
GU23 6AF

Fire Safety Policy

The following actions will be taken to ensure the fire safety of the Village Hall, Victory House and all users of the buildings

In this policy all references to Ripley Village Hall or Hall are deemed to include both the main hall and Victory House.

1. FIRE SAFETY CO-ORDINATOR

The Trustees of the CIO will appoint one of its Trustees to act as the Hall's Fire Safety Co-ordinator. This person will co-ordinate a rota for the Hall, for regular Fire Safety checks (detailed below) which they will check with the results being kept in the Fire Safety Logbook. The Co-ordinator will monitor that all inspections have been carried out.

2. FIRE SAFETY LOG BOOKS

All relevant Fire Safety logbooks detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc, will be maintained.

3. FIRE ALARM SYSTEM

Fire alarm tests will be carried out weekly and the results recorded in log book. The fire alarm system will be maintained yearly by a recognised contractor.

4. FIRE FIGHTING EQUIPMENT

Fire extinguishers will be provided in appropriate places within the Hall, according to the particular fire risk posed (e.g. Fire Blankets within the kitchens). All firefighting equipment will be visually checked to be in position at least on a monthly basis. Main extinguishers will be checked annually as per instructions for Water Mist extinguishers and the results recorded. Any extinguisher that has been discharged / damaged must be replaced immediately by the recognised contractor.

5. EMERGENCY LIGHTING

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

6. ESCAPE ROUTES AND EXITS

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

7. ELECTRICAL SYSTEM AND APPLIANCES

The Hall's electrical wiring installation will be inspected every 5 years by a recognised contractor, and the results recorded.

The Hall's 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 are recorded on the "Fire Action Notice" displayed adjacent to call point positions. All fire exit signage MUST include a pictogram, i.e. the "running man".

The Fire Safety Co-ordinator should designate a safe assembly point to be used in the event of an evacuation. All Hall users & visitors are made aware of its location, which should clearly be indicated on the Fire Action Notice

9. FIRE SAFETY INSPECTIONS

The management of the Hall will be responsible for conducting regular visual inspections of the Hall and all its fire safety equipment. These will include:

- All firefighting equipment is present and serviceable, be in a floor stand or wall mounted and not used as a "door stop";
- All fire routes and exits are free from obstruction;
- All fire doors are kept shut when not in use and not propped open. Vision panels must never be obstructed;
- All emergency lighting and smoke detectors are working;
- Any flammable liquids are correctly stored; and
- There is no accumulation of rubbish within or near the building to create a fire hazard. The results of these fire safety inspections will be recorded.

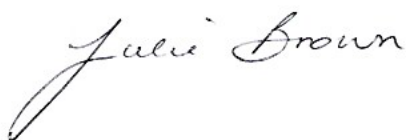
10. FIRE RISK ASSESSMENTS

The Hall's Fire Risk Assessment will be reviewed on at least an annual basis by the Fire Risk Co-ordinator, and the results recorded.

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) and also displayed on the Hall's Notice Board within the Hall lobby.

The Hall's management recommend that all regular hirers of the Hall should conduct formal fire evacuation drills for their event attendees.



Signed:

J Brown

On behalf of the Trustees

Date: July 2026

Next Review Date July 2027

Appendix 1

FIRE Safety Guidance and Emergency Plan for Hirers

YOU, THE HIRER is the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Hall during your hire of the premises.

At all times when the 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 Hall 'Fire Exit' lights are on (green light showing);
- Check that all Hall 'Fire Exit' routes are not blocked, e.g. by tables, chairs or boxes;
- Check that you know where the Hall's Fire Extinguishers are located;
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Hall, look safe to use;
- Check that no balloons or other decorations have been hung within the Village Hall as they could fall down and obstruct a Fire Exit; and
- Inform all of your Attendees of the Hall's 'Fire Exit' routes, and the 'Assembly Point' outside In the OVERFLOW CAR PARK to be used in the event of a fire or an emergency.

DURING YOUR EVENT:

- Count number of attendees at your event ;
- Ensure that the Hall's 'Fire Exit' routes do not become obstructed;
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Hall in the event of a fire or an emergency; and
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, use of candles or other naked flames).

Emergency Plan

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

NOTE The fire alarm is **not** connected to a fire station. There is no landline telephone at the Hall ALWAYS have a fully charged mobile phone with you at all times.

- If a fire is seen - start the Hall's Fire Alarm – by using the 'break glass point' located at any of the exit routes **Or** if the fire alarm activates:
- Give loud and clear instructions
- Tell everybody to:
 1. To immediately evacuate the building in an orderly manner using the nearest available exit and give assistance to Hall users with visual or hearing difficulties & wheelchair users as necessary.
 2. Gather at the 'Assembly Point', i.e. outside in OVERFLOW CAR PARK.

Do not attempt to tackle a fire unless trained and confident to do so.

Call **THE FIRE BRIGADE - DIAL 999 AS SOON AS POSSIBLE** and give this address:

RIPLEY VILLAGE HALL, HIGH STREET, RIPLEY, GU23 6AF

If safe to do so, once everyone is out of the building:

- 1 Close all fire doors with access back into the building.
- 2 Check through the building to make sure no one is left in toilets, circulation spaces and common corridors.
- 3 Ascertain the site of the fire from the alarm control box in the lobby.
- 4 If safe, decide if the fire can be extinguished.
- 5 **In all cases** of the alarm activating:
 - a. **Call the fire brigade**
 - b. Call the Hall administrator
 - c. Check that everyone is accounted for
 - d. Check that The Street and the area around the Hall is clear for the emergency services vehicles
- 6 Do not allow anyone to return to the Hall until a fire officer tells you it is safe to enter.