



SLITTING MILL VICTORY HALL

(Registered Charity No. 522768)

Slitting Mill Road
Slitting Mill
Staffordshire
WS15 2UW

www.slittingmillvillage.co.uk

VICTORY HALL MANAGEMENT COMMITTEE

FIRE SAFETY POLICY

Slitting Mill Victory Hall is a Registered Charity, with Trustees responsible for its management.

The Victory Hall Management Committee (VHMC) is responsible for the day to day management of the Victory Hall and is comprised of elected members and members who represent some of the regular hirers of the hall. The committee is open to all hirers and residents of Slitting Mill.

The VHMC will implement the following to ensure the fire safety of all users of the hall and the building.

Fire Safety Co-ordinator

VHMC will appoint one of its members to act as the Victory Hall's Fire Safety Co-ordinator.

Fire Safety Log Books

All relevant Fire Safety Log Books detailing the Fire Risk Assessment, Alarm Tests, Fire Fighting Equipment Checks etc. will be maintained by the Fire Safety Co-ordinator, These will be kept in the wall pocket on the noticeboard in the foyer.

Escape Routes And Exits

All Victory Hall escape routes and exits are clearly signed and have emergency lighting, both internally and externally showing the appropriate emergency exit.

All emergency exits will be kept free from obstruction at all times to ensure a safe evacuation from the building.

Emergency Lighting

All emergency lighting will be checked on a regular basis by the Fire Safety Co-ordinator, and the results recorded.

Electrical Systems And Appliances

The Victory Hall electrical wiring installation was checked in June 2020 will be inspected every 5 years by a recognised contractor and the results recorded.

All portable electrical appliances provided by the Victory Hall were checked in June 2020 will be tested bi-annually by a recognised contractor and the results recorded.

Fire And Emergency Evacuation

All users of the hall will be required to familiarise themselves with the 'Fire Safety Guidance and Emergency Plan' for hirers which is displayed in the wall pocket next to the Victory Hall notice board in the main hall.

VHMC recommend that all hirers of the hall should, before any event, make all attendees aware of the evacuation points, for their own safety.

Fire Safety Inspections

The Fire Risk Co-ordinator will be responsible for conducting regular visual inspections of the Victory Hall and all its fire safety equipment.

These inspections will include the following:

- All fire routes and exits are free from obstruction.
- All emergency lighting is working.
- All fire equipment is present and serviceable.
- All flammable liquids are correctly stored.
- There is no accumulation of rubbish within or near the building to create a fire hazard.

The result of these inspections will be recorded and kept in log books in the wall pocket on the notice board in the foyer.

Fire Risk Assessment

The Victory Hall Fire Risk Assessment will be undertaken on an annual basis by The Fire Safety Co-ordinator. A copy will be displayed in the wall pocket next to the Victory Hall notice board in the main hall.

The Fire Risk Assessment will be a Standing Agenda Item at the Victory Hall AGM or sooner if required to ensure that additional Fire Risk Assessments reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon The Fire Strategy, such as alterations to the premises or new activities or hirers, this is displayed on the Victory Hall notice board in the main hall.

Fire Fighting Equipment

Firefighting equipment will be provided in appropriate places within the hall according to the particular fire risk proposed, equipment as detailed below and shown on the layout of the hall, on the Victory Hall notice board in the main hall, this shows all equipment and escape routes. All fire equipment will be visually checked on a regular basis by the fire Safety Co-ordinator and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded

Fire Equipment

Main Hall	- 1 x 9kg foam extinguisher
Stage	- 1 x 2kg CO ₂ extinguisher
Annexe	- 1 x 9kg foam extinguisher
Kitchen	- 1 x 2kg CO ₂ extinguisher and 1 x fire blanket