



SOUTH ZEAL VICTORY HALL

(COMMITTEE OF MANAGEMENT)

REGISTERED CHARITY No. 300974

Fire Safety Policy

This policy has been written to conform to The Regulatory Reform (Fire Safety) Order 2005, which reformed the fire safety legislation applicable to the Victory Hall.

'A hall's management committee will, as the body in control of the premises, be the 'responsible person' and is responsible for complying with the Order. The 'responsible person' must appoint one or more 'competent persons'

The 'competent person' for the Victory Hall is F. Reddaway 01837 840018, 1 Greenbank (opposite the hall).

Users of the hall please familiarise yourselves with the following fire safety information before using the hall.

We ask that before using the hall you have identified:

- The location of the 3 fire exits
- How you will alert those people on the premises in the event of a fire
- What procedure you will use to divert people to the fire exits
- Evacuation procedures and the arrangements for gathering at the evacuation point
- The arrangements for calling the fire and rescue service
- The location and use of fire fighting equipment
- The procedure for keeping doors closed to prevent the spread of fire, heat and smoke
- If necessary, the means of isolating the power supply is in the electric cupboard outside the main door, for which there is a key on the hirer's key ring.

The Standard Conditions for Hire for users of the hall specify the following. ALL hirers of the hall agree to abide by these conditions when signing the Hire Agreement:

- "That before using the hall, the hirer shall check:
 - That all fire exits are in good working order
 - That any fire exits are not wedged open
 - That exit signs are illuminated
 - That there are no obvious fire hazards on the premises"
- "All means of escape must be kept free from obstruction and immediately available for instant free public exit"
- "The Fire and rescue services shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee"

- “Highly flammable substances are not brought into, or used in any part of the premises”
- no unauthorised heating appliances shall be used on the premises... Portable Liquified Propane Gas (LPG) shall not be used”
- “ No internal decorations of a combustibile nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings”

In the event of fire

Evacuate the hall, checking all rooms and corridors. Because it is a secure area, we recommend that you use St. Mary’s churchyard as the gathering point.

The location of the 3 fire exits, fire extinguishers and fire blankets are marked on the plan below.

In case of fire or other emergency please call 999 or 112 from a mobile. The phone box opposite The Store accepts free 999 calls. You may also use The Store.

Please then contact a member of the committee. In order of proximity to the hall:
Directly opposite the hall –Secretary, 1 Greenbank (right hand cottage) 01837 840018
Five doors up the road, same side –Chair, Tor Cottage 01837 840704
Treasurer – 01837 840136
Vice Chair – 01837 82220

