**WYLYE (WYVERN) VILLAGE HALL - FIRE SAFTEY POLICY**

Wylye (Wyvern) Village Hall is a registered charity. The Hall’s Trustees are responsible for the day- to-day management of the Hall and are responsible for the implementation of the Fire Safety Policy.

Wylye (Wyvern) Village Hall Trustees will implement the following to ensure the fire safety of all users of the Hall.

1. **Fire Safety Co-Ordinator.** The Trustees will appoint one of their members to act as the Hall’s Fire Safety Co-Ordinator.
2. **Fire Safety Log Book**. All relevant Fire Safety log books, detailing the fire risk assessments, fire extinguisher inspections, emergency lighting tests and fire escape checks will be maintained by the Fire Safety Co-Ordinator.
3. E**scape Routes and Exits**. All the Hall’s fire escape routes and exits within the building, are clearly marked with illuminated signs and are kept free from obstruction to ensure safe evacuation from the building.
4. **Emergency Lighting**. All emergency lighting will be visually checked by the Fire Safety Co-Ordinator and will be serviced and maintained on an annual basis by a recognised contractor and the results recorded.
5. **Fire-Fighting Equipment**. Fire-fighting equipment is provided in suitable places within the Hall (see locations on the attached map) according to the particular fire risk posed. (ie a fire blanket in the kitchen). All fire-fighting equipment will be visually checked regularly by the Fire Safety Co-Ordinator and will be serviced and maintained on an annual basis by a recognised contractor and the results recorded.
6. **Electrical Installation and Appliances**. The Hall’s electrical wiring installation will be inspected every five years by a recognised contractor and the results recorded. All portable electrical appliances provided by the Wylye (Wyvern) Village Hall will be tested in accordance with the Electricity at Work Regulations 1989 and up to date Portable Appliance Testing (PAT) rules.
7. **Fire and Emergency Evacuation**. All hirers of the Hall will be required to familiarise themselves with the Fire Safety Guidance Emergency Plan for Hirers ( attached at Appendix 1) and is **ALSO** displayed on the Hall’s Notice Board.
8. **Fire Safety Inspections**. The Fire Safety Co-Ordinator will be responsible for conducting regular visual inspections of the Hall and its Fire Safety Equipment.

These inspections should ensure, as a minimum, that:

* all fire routes and exits are free from obstruction.
* all emergency lighting is working
* all fire fighting equipment is present and serviceable.
* any flammable liquids are correctly stored; and that
* there is no accumulation of rubbish within or near the building which could create a fire hazard. the results of these fire safety inspections are suitably recorded.

1. **Fire Risk Assessment**. The Hall’s Fire Risk Assessment will be checked and updated on an annual basis by the Fire Safety Co-Ordinator and the results recorded. A Fire Risk Assessment review should be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities of Hirers.