**WESTWARD HO! COMMUNTIY ASSOCIATION**

**(The Kingsley Hall)**

**Charity number 301012**

**FIRE POLICY**

**This Policy applies to all users and hirers of The Kingsley Hall**

**Responsibilities of the General Committee: The General Committee are responsible for all Fire Safety at the hall in line with the Regulatory Reform (Fire Safety) Order 2005. Fire risk assessments are conducted on a regular basis and any necessary steps are taken to reduce the risk of fire to being as low as possible. \* The General Committee will receive advice and support from companies who service and maintain the fire systems within the hall and take all preventative measures required following assessments. \* We have a responsibility to ensure that all users ad hirers of the hall are aware of the fire regulations and that each user ensures that someone is responsible for fire safety at each event. For larger events several people will need to be appointed to ensure that emergencies can be dealt with effectively. \* Any users will be given instruction as to how to comply with fire safety including procedures and use of equipment. \* The General Committee will ensure that all fire fighting equipment is maintained and serviced annually and remains in position to be used if required. \* The fire alarm is tested on a regular basis and annual risk assessments are completed with findings documented and actions taken to rectify any issues raised. \* Everyone is responsible for reporting to the General Committee any obstructions to the fire doors or fire evacuation points.**

**Instructions for any users of the hall in case of fire: \*Ensure that the alarm has been sounded by breaking the glass of the nearest fire alarm sounding point. \* Dial 999 and ask for the fire brigade. There is not a phone at the hall so a mobile will need to be used or raise the alarm via a local business or resident. \* Ensure that everyone leaves the hall in a timely manner by the nearest exit (leaving personal belongings), then close the doors to stop the fire spreading. \* Ensure that no one remains in the building and that everyone is accounted for at the assembly point in the car park. \* The responsible person for the event needs to liaise with the fire brigade and notify them of the circumstances around the fire and of anyone not accounted for. \* The responsible person needs to notify a member of the Committee of the emergency as soon as is reasonably possible. \* All user groups are responsible for understanding how to handle fire equipment in place at the hall and know the right actions to take if a fire breaks out or if smoke is detected. All need to be familiar with the evacuation process and escape routes and regular users should practice evacuation procedures on a regular basis. \* If the fire alarm sounds continuously then the above process needs to be followed and no user is to re-enter the hall until the Fire Officer has confirmed that it is safe to do so.**