

**BELSTEAD VILLAGE HALL CHARITY
TRUST
CHARITY NUMBER 272206**

Fire Safety Policy

March 2026

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Part 1 – Objectives of the Policy

This document is the Fire Safety Policy of Belstead Village Hall (BVH). Belstead Village Hall is maintained by Belstead Village Hall Management Committee (BVHMC). BVHMC is responsible for the day-to-day management of the Village Hall and the implementation of this Fire Safety Policy.

The objective of the BVHMC and of this policy is to:

- a) Provide healthy and safe conditions for everyone who uses our hall, including volunteers, committee members and hirers.
- b) Keep the village hall and equipment in a safe condition for all users.
- c) Provide such training and information as is necessary to committee members, volunteers and users.

It is the intention of BVHMC to comply with all fire safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

BVHMC considers the promotion of the fire safety of anyone who uses the hall, including contractors who may work there, to be of great importance. BVHMC recognises that the effective prevention of accidents and injury depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it seeks to encourage all committee members and users to engage in the establishment and observance of safe working practices.

Committee members, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2 – Roles and Responsibilities for Fire Safety

BVHMC has overall responsibility for fire safety at the village hall.

Notwithstanding this, it is the duty of all committee members, hirers and visitors to take care of themselves and others who may be affected by their activities and to co-operate with BVHMC in keeping the premises safe, including the grounds.

In the hirers form that is signed by each hirer, there is the following clause;

“I confirm that a copy of the terms and conditions of use has been supplied to me and that I have read and understood these and will comply with all the terms and conditions contained therein”. Within these conditions of use there is a clause confirming it is the responsibility of the hirer that before commencing any event / meeting, they need to ensure that all people present in the hall are aware of;

- The fire safety procedures / notice.
- The hall plan that is on the wall next to the entrance doors and shows all exit, fire alarm and smoke alarm points.

- The location of the emergency exit points.
- The fire action notices that are at every exit point.
- The external fire assembly point.
- The responsible person(s) who has/have overall responsibility for the safety of people at any event.
- Ensure that emergency services vehicles have a clear access route to the village hall from the road.

The following information is also shown on the Belstead Village Hall website and available to all users of the hall;

- This fire safety policy
- The fire safety procedures / notice
- The hall plan

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform any member of BVHMC including the Bookings Secretary, as soon as possible so that the problem can be dealt with.

Where equipment is damaged a notice should be placed on it warning that it is not to be used and it should be placed in the room where the tables are stacked at the rear of the hall.

Part 3 – Preventative measures in place to ensure fire safety in the hall.

The following equipment and measures are in place in the hall to ensure fire safety for all users.

1. A fire safety inspection was undertaken by J7 Fire Limited 128 City Road, London, EC1V 2NX on 28th November 2025. All required actions noted in the inspection have been implemented in the hall.
2. BVHMC implement a complete no smoking / no vaping policy in the hall. Signs to this effect are present throughout the hall.
3. A fire alarm system is installed within the hall. The system is linked into the smoke alarms.
4. There are smoke alarms fitted throughout the hall. If smoke is detected the alarms will trigger automatically. However, users of the hall should not rely solely on the smoke alarm system. It is every person who is present to be responsible for detecting any possible smoke or fire hazard, before the alarms are triggered. Any potential smoke or fire alert should be investigated without delay, whether the alarms are triggered or not.
5. There are three exit points in the hall, all are clearly marked. The exit points are:
 - The main doors at the front of the building.
 - The double fire doors at the side of the main hall, car park side. Push the crash bar.
 - The single fire door in the back left storeroom (seen as you enter the hall), where the tables are stacked. Push the crash bar.
6. Should power be lost in the hall, emergency exit lighting will come on at the three exit points. Battery back-up lighting will come on in the kitchen area only. In addition, sensor lights are located at various points on the outside of the hall and will trigger with movement.

Part 4 – Emergency exit procedures.

There are smoke alarms fitted throughout the hall. If smoke is detected the alarms will trigger automatically. However, users of the hall should not rely solely on the smoke alarm system. It is every person who is present to be responsible for detecting any possible smoke or fire hazard, before the alarms are triggered. Any potential smoke or fire alert should be investigated without delay, whether the alarms are triggered or not.

If fire or smoke is detected, alert all persons in the hall and break the glass fire alarms that are situated at the three fire exit points. Fully automatic alarm sounders located throughout the building will be triggered once the glass is broken in any of the fire alarms.

Should you be alerted to the presence of smoke or fire leave the building without delay using one of the three exit points. The exit points are:

- The main doors at the front of the building.
- The double fire doors at the side of the main hall, car park side. Push the crash bar.
- The single fire door in the back left storeroom (seen as you enter the hall), where the tables are stacked. Push the crash bar.

External ramps are situated at all exit points to allow for disabled persons evacuation.

Once exited, you should assemble at assembly point that can be found in the side car park opposite the side exit doors. There is a sign showing the assembly point on the side fence.

Close internal doors as you exit, but only if you are certain it is safe to do so.

The responsible person(s) in charge of the function should be the last to leave the building and should check the hall, kitchen, storerooms and three toilets to ensure everyone has left the building safely.

The person(s) in charge should ensure that the fire brigade have been called (999) to attend at Belstead Village Hall, Grove Hill, Belstead, IP8 3LU.

Please make local residents in houses near the hall aware of the situation.

Nobody should re-enter the building until they are authorised to do so by the Fire Officer In Charge.

Only if you are certain it is safe to do so, limited fires can be tackled using the fire extinguishers situated inside the building at the following points;

- Water extinguisher: Front lobby left of exit doors.
- Dry powder extinguisher: Front lobby left of exit doors.
- Water extinguisher: In main hall, back left as you enter hall, by storeroom.
- Carbon Dioxide extinguisher: In kitchen area, left hand wall as you enter kitchen.

The different uses of the different extinguishers are detailed above each one.

In addition, there is a fire blanket in the kitchen area by the fire extinguisher.

Part 5 - Fire Safety Checks in place.

The following checks are in place to maintain the effectiveness of the fire safety measures. These checks and results of the checks are recorded in the fire safety log book.

Check No.	CHECK	FREQUENCY
1	Fire alarm sounding just using alarm panel	Weekly
2	Visual hall inspection by Committee to include: <ul style="list-style-type: none"> • Damage to electrical equipment incl fridge, freezer, water heaters in kitchen and 3x toilets. • Damage to any portable appliances • Existence of any extension leads in use and not overloaded • Damage to plugs / sockets. • Storage of any hazardous materials. • Presence of any flammable liquids. • Fire equipment (extinguishers and fire blanket) all in place • Fire exits clear and exit doors all working ok. • Fire exits internal and external lighting all working • Signage in place for; <ol style="list-style-type: none"> 1. Four fire action notices (3 on walls by internal fire exit doors and 1 on wall by front entrance) 2. Four fire safety notices (on walls by fire action notices in main body of hall and 1 on notice board in lobby) 3. Four no smoking or vaping signs (3 in main body of hall and 1 in hall entrance lobby) 4. Four fire exit signage (3 on internal exit doors and 1 on main front door) 5. Hall zone plan on wall by front entrance door 6. Fire extinguisher usage signs by the 4 fire extinguishers 7. Fire assembly point sign outside on fence opposite side exit doors 	Weekly
3	Smoke alarm testing / fire detection / alarm sounding test using spray. Test a different smoke alarm each month.	Monthly
4	Internal and external emergency exit lighting above exit doors and battery back up emergency lighting in kitchen tested by switching off at fuse box	Monthly
5	Fire alarm system check by independent Co	Every 6 months
6	Discharge emergency exit lighting and emergency lighting in kitchen	Annual
7	Fire equipment service by independent Company	Annual
8	PAT testing	Annual
9	Signage review and any amendments required to be in line with BS5499. To include; <ul style="list-style-type: none"> • Fire action notices and onto website • Fire exit notices • No smoking/vaping signs • Fire safety notices and on website • Hall zone plan and on website 	Annual

10	Fire policy review. To include; Objectives <ul style="list-style-type: none"> • Roles and responsibilities • Preventative measures in place • Arrangements for managing fire safety • Fire wardens • Any other duty holders And put policy on website	Annual
11	Hirers form review to ensure clause in it that it is their responsibility to make themselves aware of the conditions of use	Annual
12	Conditions of use form review to include responsibility for hirers to be aware of; <ul style="list-style-type: none"> • Fire safety notice • Fire action notices • Exit points • Assembly point • Hall zone plan And onto website	Annual
13	Electrical Installation Condition report (EICR)	Every 5 years
14	Fire safety inspection by independent Company	Every 5 years
15	Refresher training for all committee members	Every 5 years
16	Training for any new Committee members	As required
17	Fire drill, fire safety procedures communicated at any large scale village event and need to record; <ul style="list-style-type: none"> • Date • Time • No. of people present 	Ad hoc
18	False alarm record	As and when occurs

Part 6 - Risk Assessments

The BVHMC risk assessment is a working document that is formally reviewed annually by the committee and signed off by the Chairman.

The fire risks and measurements to alleviate form part of the assessment, which is kept in the health and safety folder held by the BVHMC Secretary and is available to any hirers should they wish to see them.

Part 7 - Review of Fire Safety Policy

Fire safety will be discussed at village hall committee meetings. This policy will be formally reviewed and signed off by the BVHMC Chairman annually.

Signed: (On behalf of the Management Committee)

Name: Paul Keen
Position: Chairman
Date: