**HAROME COMMUNITY HALL – FIRE POLICY AND EVACUATION PROCEDURE**

**Note this procedure covers activities and events held within the hall and those held largely outside on the sports field and play area**

**Relevant Legislation**

* Fire Precautions (Workplace) Regulations 1997 as amended 1999
* The Regulatory Reform (Fire Safety) Order 2005
* Disability Discrimination Act 1995
* Licensing Act 2003 and earlier licensing legislation

**Policy**

* The safety and welfare of all persons using the hall is paramount. The Management Committee are responsible for ensuring the Community Hall complies with standards, and performs annual Fire Risk Assessments
* Licensing is applied for as required by the Hirer / User. The person responsible for the event is responsible for ensuring any conditions relating to Fire and Evacuation are complied with.

**Control measures to minimise risk**

**General**

* All combustible materials shall be kept away from heaters.
* There are emergency lights provided throughout the Hall.
* All outside doors are Fire Escape Routes and shall not be locked at any time when Hall is in use. All access routes shall be kept clear at all times. Furniture and other items / pieces of equipment must not be placed in front of or blocking the fire exit doors.
* Appropriate fire extinguishers will be provided.
	+ In kitchen there is one fire extinguisher over worksurface between windows
	+ In the Kitchen there is a Fire Blanket and CO2 extinguisher.
	+ In Main Hall there are water extinguishers adjacent to all exits.
* The main fire alarm panel is in the entrance corridor adjacent to Hall entrance door. Fire alarm points are adjacent to all exit doors
* A copy of this Policy and the Emergency Evacuation Procedure shall be available to all Hall users. Hirers of the Hall will have their attention drawn to the procedure and the importance of maintaining clear evacuation routes.
* The Hall is a totally non-smoking environment.

**Regular Fire Precautions and Checks**

Fire safety equipment to be regularly checked includes:

Fire Alarm System 6 Monthly by Contractor

Fire Alarm Test Monthly

Residual Current Device Monthly

Emergency Lighting Monthly

Fire Exits Weekly

Fire-fighting appliances Annually by contractor

Electrical installation 5 years by contractor

**At start of a Function**

* All exit doors are unlocked
* Escape routes and fire doors are free from obstruction and available for use
* Fire-fighting equipment is in place and unobstructed
* There is no combustible storage in areas open to the public
* Power is on to electrical alarm
* There is no obvious fire hazard in, or near, the building
* All temporary electrical equipment (for example event music or lighting equipment) is checked by a qualified contractor

**At End of Function**

* Search for smouldering fires or cigarettes left burning; remove all event rubbish from the premises
* Check that heaters are turned to their regular setting / switched off as applicable
* Check that all electrical appliances are turned off and unplugged (with the exception of the fridge in the kitchen)
* Turn out all lights
* Close ALL internal doors
* Check and secure all outside doors and windows.

**Fire Brigade**

**In an emergency always phone 999 immediately**.

North Yorkshire Fire & Rescue Service is responsible for operations in Harome. Helmsley and Kirkbymoorside are both on-call fire stations. Scarborough and York fire stations are crewed 24 hours / day.

HQ switchboard available 24/7: 01609 780150

Malton fire station (crewed 8am – 6pm): 01653 692626

**Evacuation procedure**

The hirer of the Hall or person appointed by them or Hall trustee (if present) shall be the responsible person in the event of a fire and take charge of the situation.

**In the event of a fire occurring in the hall the following procedure should be implemented:**

* The alarm shall be raised - fire point adjacent to all outside doors.
* Open all emergency exits.
* Ensure that all doors are not impeded or jammed open or shut.
* Begin evacuation calmly and without panic, ensuring the disabled, elderly and children take priority.
* Do not allow people to collect goods or possessions.
* The nominated person shall instruct evacuees to assemble on the playing field adjacent to the car park.
* Check all persons are out of the building, check the toilets and changing rooms.

NOTE: The Hall does not have a phone and mobile coverage can be poor, but the Hall does have Wi- Fi.

* Alert the emergency services by calling 999
* Nearest Public Phone is located on Main Street, opposite the church, or go to one of the local houses or to The Star (pub)
* Request Fire Brigade and if appropriate Ambulance
* Alert Hall Contacts
* If safe to do so, turn off power

Ensure persons do not attempt to re-enter the building to gather possessions until the Fire Officer agrees that it is safe to do so.

Keep people at a safe distance from the building.

Use of the Fire Fighting equipment in the hall must not be to the detriment of the evacuation. The Evacuation must take priority.

The Village Hall committee will regularly review this policy and may occasionally update it. When the committee reviews and approves any updates, the committee will revise the dates at the end of this policy. The updated policy will then apply from the approved date.

**Harome Parish Community Hall**

**Registered Charity No. 523356**

**Document Control**

This document replaces all previous versions of Harome Community Hall Fire Policy and Evacuation Procedure

Author: Carolyn Lloyd Brown and Frances Outram, Members, Harome Community Hall Management Committee

Approval: Becci Cooke, Chair of Harome Community Hall Management Committee

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Notes:

New policy – second version (minor updates to first document)

Annual Review: Reviewed: August 2023, March 2025

By: Harome Community Hall Management Committee

Next Review due: March 2026