

Fire Safety Policy

Bramley Village Hall Trust

01/06/26 (issue 1)

Rules for, and responsibilities of, users of the village hall

Everyone using, working in, or visiting the village hall must follow these rules, unless an exception has been authorised by the chairman (or their authorised deputy) of the trustees.

The Hirer is responsible for ensuring compliance with these rules. If they are not present for their booking, they must designate someone else in their group to enforce the rules on their behalf. All incidents, or faults with hall equipment, must be reported to the Bookings Manager.

1. Do not smoke nor vape anywhere on village hall premises – not inside the building, not in the car park, not anywhere within the grounds.
2. Be aware of the fire safety facilities of the building.
 - Know where the fire extinguishers, fire alarm call points, and fire exits are, especially your nearest ones. If practical, point them out to your attendees at the start of your meeting.
 - Ensure you keep access to the fire extinguishers, fire alarm call points, fire exits, and main doors clear at all times. Keep the main doors unlocked while the building is occupied.
 - Familiarise yourself with the different types of fire extinguisher provided, and their uses. Don't move or interfere with them, except to check them, or use them to fight a fire.
 - Think about how you'd evacuate (in an emergency), including all those with limited mobility.
3. Regular hirers must perform a fire evacuation drill at least once a year, and report this (including any problems encountered) to the Bookings Manager.
4. Do not exceed the maximum occupancy:

Main Hall	maximum 120 people
Committee Room	maximum 50 people
Bramley Room	maximum 50 people
Frith Room	maximum 20 people
5. No naked flames inside the village hall.
 - No lit candles – except that traditional birthday candles are permitted, as long as they're lit for a maximum of 5 minutes, adult supervised throughout, then taken home with you: do not dispose of them in any village hall bins.
 - No sparklers, indoor fireworks, nor pyrotechnics – except that traditional Christmas crackers and small party poppers are permitted.
6. Do not use any electrical equipment, whether provided by the village hall or brought in yourself, that has a known or obvious safety fault, or might be a fire hazard.
 - Do not use if the plug, cable, or case has any cracks, splits, or damage.
 - Stop using immediately if there is smoke or sparks, strange smells, strange noises, or the device repeatedly trips a circuit breaker or RCD.
 - Private hirers may bring in their own small mains devices, such as laptop computers, under 600W, provided the above points are observed. All other electrical equipment that is brought in must have a valid PAT tag.

7. No large capacity (greater than 160Wh) batteries inside the village hall.

- Mobile phones, tablet computers, and laptop computers are allowed.
- Batteries for e-bikes and e-scooters are not allowed.

8. If you're the last group to leave the hall (and need to lock the front door), do a walkaround of the building before leaving.

- Check all appliances are switched off, especially kitchen hobs, water heaters, the air conditioning system.
- Check there are no signs of smoke, no strange smells, no strange noises.
- Check no one else is still in the building, especially the toilets.
- Check all interior and exterior doors are closed.

Fire Action Plan

If you discover smoke or fire, or you hear the fire alarm:

- Activate the fire alarm (if not already sounding), by breaking the glass of the nearest call point.
- Leave the building by your nearest exit. Assist anyone who needs help. Don't try taking anything with you. Close all doors behind you.
- Call 999, and ask for the fire brigade. Tell them it's at Bramley Village Hall, The Street, Bramley, RG26 5BP.
- Assemble in the car park, at the end furthest from the building, and check everyone in your group is with you. Let the fire brigade know (when they arrive) if everyone's accounted for, or if anyone's missing.

Only attempt to fight the fire yourself if the fire is small, your exit is clear, and you're confident in using the appropriate extinguisher. Only re-enter the building once the fire brigade has declared it safe.

Responsibilities of the village hall trustees

1. Review this fire safety policy at least annually.
2. Ensure a fire risk assessment is carried out at least every 5 years (sooner if any significant changes are made to the hall), and review the assessment at least annually.
3. Ensure the provision of fire extinguishers, emergency lighting, and a fire alarm system follows professional recommendations, and they are kept professionally maintained, at the recommended intervals.
4. Test the fire alarm system monthly, and record the test results. Keep the test result records for at least 3 years.
5. Test the emergency lights monthly, and record the test results. Keep the test result records for at least 3 years.
6. Perform a monthly visual check that the fire extinguishers, fire exits, and their associated signage all appear in good order, and record the inspection results. Keep the inspection result records for at least 3 years.
7. Ensure the building's electrical system and fixed appliances are professionally inspected at least every 5 years, and that Portable Appliance Testing is carried out at least annually.
8. Ensure the building's gas system and appliances are professionally inspected at least annually.
9. Ensure the building's air conditioning systems are professionally serviced and inspected at least annually.

Date of Writing: 17th May 2026

Date of Last Review: 1st June 2026

Date of Next Review: June 2027