

Washington Village Memorial Hall Charity

Fire Safety Policy

Version 2

Authorised By The Trustee Board

At The Trustee Board Meeting Held On 2 June 2021

Issues & Changes

Date	Reference	Issues
	Chapters 4 & 5	Carrying out of fire drills. Currently this is not carried out. Review necessity.
		Changes
	Chapter 1	Delete line 1. redundant information now covered by heading on this page
	Chapter 4	Add new responsibility to appoint a trustee to work with the Fire Safety Manager
	Chapter 4 bullet 4	Change 'conducted by' to 'requested from'
	Chapter 4 bullet 4	Add to end of sentence: 'or after any significant change to the facilities and fittings of the premises'

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1 Introduction

This policy is based on West Sussex County Council guidance on "Fire Safety in the Workplace" and is based on the Regulatory Reform (Fire Safety) Order 2005 ("the FSO").

It is the overall aim of the Trustee Board to minimise the risks to all users of the Washington Village Memorial Hall ("the premises"), which may arise from fire.

2 Purpose Of This Policy

The purpose of this policy is to define a framework for the handling of fire safety in the premises, in accordance with West Sussex County Council guidance and to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

3 Policy Review & Enforcement

The Trustee Board shall review this policy regularly, at least annually, and update it as necessary.

The Trustee Board shall nominate one of the trustees to take responsibility for the communication, review and enforcement of this policy.

4 Responsibility For Fire Safety Matters

The Trustee Board is responsible for fire safety in general and specifically for ensuring:

- a Fire Safety Manager is appointed and in post at all times
- a trustee is appointed to work with the Fire Safety Manager and to oversee and co-ordinate fire safety activities, in particular the annual inspections of fire extinguishers, fire alarm, emergency lights, heat and smoke detectors
- a fire risk assessment of the premises is carried out and reviewed at least annually and significant findings acted upon
- a Fire Safety Audit of the premises is requested from West Sussex Fire & Rescue Service at least once every three years or after any significant change to the facilities and fittings of the premises.
- adequate and appropriate fire safety measures are put in place to remove or reduce the risk to life
- timely and effective action is taken to deal with any increase in threat to the fire safety of the premises
- a suitable and sufficient fire emergency procedure is in place, regularly reviewed, and practised, at least once a year, by the carrying out of fire drills
- all trustees and employees are trained to satisfactorily carry out the fire emergency procedure, and any other necessary actions to comply with the FSO.
- Trustees and all users of the premises are provided with understandable and relevant information about the fire emergency procedure and the risks identified in the fire risk assessment
- all necessary systems and appliances required as part of the general fire precautions are checked, tested and serviced in accordance with the relevant code of practice.
- records of checks, tests and servicing are kept and made available for audit by West Sussex Fire & Rescue Service as required

5 Fire Safety Manager

Mr Bryon Winslade is appointed as the Fire Safety Manager for the premises and will have responsibility for the implementation of fire safety procedures as directed by the Trustee Board.

The Fire Safety Manager will be responsible for:

- monitoring the standard of existing fire precautions
- bringing to the immediate attention of the Trustee Board any condition that increases the threat to fire safety within the premises
- displaying accurate notices explaining emergency, including fire, procedures
- the routine checking, testing and servicing of all fire safety systems, appliances and other systems necessary for the implementation of fire safety measures, e.g. emergency lighting
- the accurate record keeping of all checks, tests and servicing
- routinely providing fire safety records for review

6 Fire Risk Assessment

The Trustee Board shall ensure that a Fire Risk Assessment for the premises is carried out and documented at least annually and that the results of the assessment are reviewed by the Trustee Board within one month of the completion of the Fire Risk Assessment.