

Corfe Castle Village Hall CIO Fire Safety Management Plan

1. Leaders of all users of the village hall and all hirers are expected to take time to familiarise themselves with this policy and acknowledge they have done so by signing the booking form. They must envisage what action they would take if fire or smoke were seen.
2. Upon commencement of a meeting at the hall, the organiser should ensure that all persons present are familiar with the exits to be used in the event of a fire. The organiser must ensure that these exits remain unblocked at all times.
3. Upon detection of a fire, the organiser must decide if it is necessary to evacuate the building. If so, everybody must **GET OUT QUICKLY**. If it is safe to do so, check the toilets, kitchen, etc. to ensure that these are empty. The organiser must evaluate whether it is only a small fire that can safely be tackled with fire-fighting equipment. Fire extinguishers are fitted in the foyer; these can be used to attack a small fire, but **ONLY IF IT IS SAFE TO DO SO**. The organiser must be familiar with where these devices are, the way they operate and the type of fire for which they should be used.

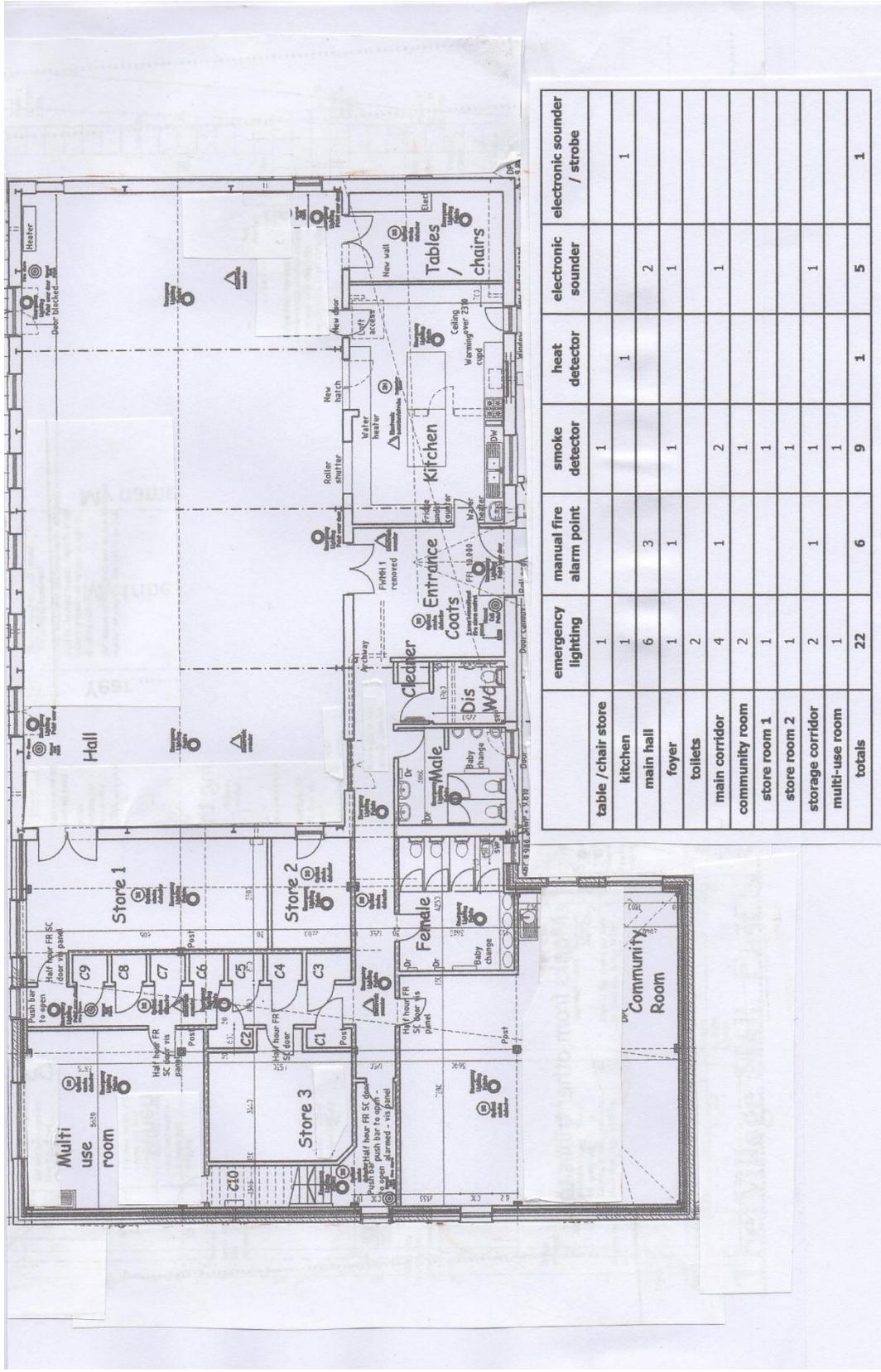
location	type	for use on
foyer	foam spray	solid materials (e.g.wood, paper or textiles) or flammable liquids (e.g.petrol)
foyer	CO ₂	electrical fires – disconnect power supply first
kitchen	fire blanket	cooking oils, deep-fat fryers

4. Calling the Fire Brigade. Make a '999' call from a telephone in adjacent premises, or on a mobile telephone. Remember there is no telephone at the hall.
5. Assemble on the car park alongside the library. When assembled check that all persons are accounted for. User groups containing minors should keep a register of who is present, to be used in such a check.
6. Fire drills. It is recommended that a fire drill is carried out at least once per year by each user group.

The hazard of fire within the building could affect occasional hirers and regular users; there is a risk of smoke inhalation and burns.

Measures taken currently to address the hazard are listed below, along with suggestions for enhancing protection further.

Measures already in place	Suggestions for enhancing protection further
Safety lighting at exits	Checks of safety lighting undertaken once a month
Sufficient appropriate fire-fighting equipment installed in foyer and subject to annual inspection	In addition 9 smoke detectors and 1 heat detector to be installed throughout new building, together with 22 emergency lighting points, 6 manual fire alarm points, 5 electronic sounders and 1 electronic sounder/strobe. New fire management control panel. Smoke detectors to be tested once a month.
Plan of building showing location of fire-fighting equipment and exits published on noticeboard	
Soft furnishings (curtains and chairs) made of materials that have been fire proofed to the standard applicable at the time of purchase.	
Adequate number of emergency exits, clearly marked and unobstructed at all times.	Emergency exit doors available on a level with paths outside, so no barriers to wheel chairs. Emergency exit doors at side of hall to lead to a firm level path to the front of the fire assembly point by the library.
Users remove all excess rubbish when they leave the building.	
Fixed electrical power circuits checked every five years; portable appliances checked visually monthly and PAT carried out every three years.	
No smoking policy within the hall is clearly advertised and enforced; container for cigarette ends provided outside.	
Periphery of hall kept clear of flammable material; outside security light illuminates front door, deterring potential of arson.	



	emergency lighting	manual fire alarm point	smoke detector	heat detector	electronic sounder	electronic sounder / strobe
table / chair store	1		1			
kitchen	1			1		1
main hall	6	3			2	
foyer	1	1	1		1	
toilets	2					
main corridor	4	1	2		1	
community room	2		1			
store room 1	1		1			
store room 2	1		1			
storage corridor	2	1	1		1	
multi-use room	1		1			
totals	22	6	9	1	5	1