

# ***Thurgarton Community Committee***

## **Fire Safety Policy and Fire Evacuation Procedure**

This policy will be reviewed annually by the Thurgarton Community Committee (TCC)

Last reviewed July 2025 and approved at the TCC meeting **29<sup>th</sup> July**

# *Thurgarton Community Committee*

## **Fire Safety Policy**

Thurgarton Village Hall has charitable status (Charity Number 522313), with Thurgarton Parish Council as the Sole Trustee. The trustees have appointed the Thurgarton Community Committee (TCC) to run the Village Hall. The TCC are responsible for day-to-day management of the Village Hall and the implementation of this Fire Safety Policy.

The TCC will implement the following to ensure the fire safety of all users of the Village Hall:

1. All relevant fire safety records, including risk assessments, smoke detector tests, and firefighting equipment checks, will be held and maintained by the TCC
2. A smoke detector system test will be carried out monthly, with the results recorded on the Village Hall H&S Monthly Checklist
3. All Village Hall escape routes and fire exits are clearly signed and will be kept free from obstruction at all times, to ensure safe evacuation from the building
4. Details of escape routes, the Fire Evacuation Procedure and assembly points should be recorded on the TCC noticeboard in the Village Hall
5. All emergency lighting will be visually checked once a month by the TCC and will be serviced and maintained on an annual basis by a recognised contractor, with the results recorded
6. Firefighting equipment will be provided in appropriate places within the Village Hall, according to the fire risk posed. All firefighting equipment will be visually checked monthly by the TCC and will be serviced and maintained on an annual basis by a recognised contractor with the results recorded. Any extinguisher noticed to have been discharged or damaged must be replaced immediately by the recognised contractor with the results recorded
7. The Village Hall electrical wiring installation will be inspected every five years by a recognised contractor, and the results recorded.  
All portable electrical appliances will be PAT tested annually by a recognised contractor, with the results recorded

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8. All users of the Village Hall are required to familiarise themselves with this Fire Safety Policy and Fire Evacuation Procedure, which is sent to all hirers prior to their hire of the hall. A copy of the policy can also be found on the Village Hall website
9. Regular inspections of the Village Hall and all its fire safety equipment will be conducted by the TCC on a monthly basis.

These inspections should ensure that:

- All fire routes and exits are free from obstruction
- All fire doors are free from obstruction
- All fire doors are kept shut and not propped open
- All emergency lighting is working
- All firefighting equipment is present and serviceable and stored correctly
- Any flammable liquids are stored correctly
- There is no accumulation of rubbish within or near the building to create a fire hazard

The results of these fire safety inspections should be recorded

10. A Fire Risk Assessment will be undertaken on an annual basis and the results approved by the TCC.

The Fire Risk Assessment will be a standing agenda item for all TCC meetings to ensure that additional reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alteration's to the premises or new activities of hirers or new volunteers join the committee

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## **Fire Instructions**

The Hirer or Responsible Person shall familiarise themselves, and ensure all users are familiar, with the following safety matters:

1. Action to be taken in the event of a fire including calling the Fire Brigade and evacuating the Hall
2. The location and use of fire equipment
3. Emergency exits and the need to keep them clear and unlocked
4. The operation of fire doors and the need to close all fire doors in the event of a fire
5. That there are no obvious fire hazards on the premises or surrounds. Candles, fireworks, flammable gas and deep fat fryers are not permitted in the building.
6. The HIRER at the start of the hire should indicate the fire exits, and the fire assembly point to all present.

Fire Brigade / Police / Ambulance: 999

Police (non-emergencies): 101

NHS (non-emergencies): 111

Hospital: QMC - 0115 9249924

Licensing Office: 01636 650000

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## Fire Evacuation Procedure

### RAISE THE ALARM

If you discover a fire, the responsible person in charge of the hall will give loud and clear instructions and tell all persons to:

- Leave the building using the nearest available exit. The 'green running man' fire exit signs direct you to the nearest exit. Exit signs remain lit at all times.
- Meet at the **Assembly Point – far corner of the car park at the back of the hall.** There is a fire assembly point sign on the gate post



- **Dial 999** and ask for the fire brigade, tell them your location:  
**Thurgarton Village Hall, Bleasby Rd, Thurgarton, Nottinghamshire NG14 7FW**  
There is no public telephone nearby. Use a mobile to call 999

Close doors and windows if safe to do so.

### PUTTING OUT A FIRE

If the fire is a small, localised fire and you feel confident to do so without putting your safety at risk, attempt to tackle the fire using the correct extinguisher or the fire blanket in the kitchen. There is an extinguisher in the kitchen etc etc

Extinguisher use:

- **FOAM** – safe for wood, paper, textiles and flammable liquids
- **CARBON DIOXIDE** – safe for flammable liquids and live electrical equipment
- **WET CHEMICAL** – safe for wood, paper, textiles, flammable liquids and cooking oils

### MAKE SURE YOUR PARTY IS SAFE

Make sure that all members of your party have reached the fire assembly point.

### PERSONAL EMERGENCY EVACUATION PLANS

If any members of the party have limited mobility, if possible use the main exits and provide assistance to help them leave safely. Two people may be required to assist with a wheelchair.

# Thurgarton Community Committee

## Thurgarton Village Hall Plan

