



ROSEISLE HALL

FIRE SAFETY POLICY

It is the Trustees responsibility to have in place both an emergency fire action plan and arrangements to implement the plan. The evacuation of all persons, including disabled persons, is a management responsibility which cannot be delegated to the Fire and Rescue Service.

The hall trustees jointly have overall responsibility for fire safety within the hall. Fire Safety Risk Assessments and review of the Emergency Fire Action Plan will be carried out annually, and following any major works, by the hall committee.

Maintenance of Fire Safety Measures

There will be a **weekly** test of the fire alarm system using the alarm points. There will be a **monthly** check by an identified hall trustee to include

- Testing of emergency lighting,
- Checking operation of fire exits and no obstructions
- Checking operation of smoke and heat alarms
- Checking fire extinguishers are in the correct location and intact
- Checking fire alarm points are intact
- Checking for evidence of smoking out with the designated smoking area
- Checking in the kitchen for evidence of overheating of appliances or sockets

Weekly and monthly testing will be recorded in the fire logbook

Fire Safety Equipment will be serviced twice a year under a specialised contract. PAT testing of portable electrical equipment will be carried out based on risk and with guidance in HSG107 document produced by HSE. Electrical supply will be tested every five years by a certified electrician.

Committee Training

The hall trustees will **review fire safety annually** at a committee meeting following the AGM, to include

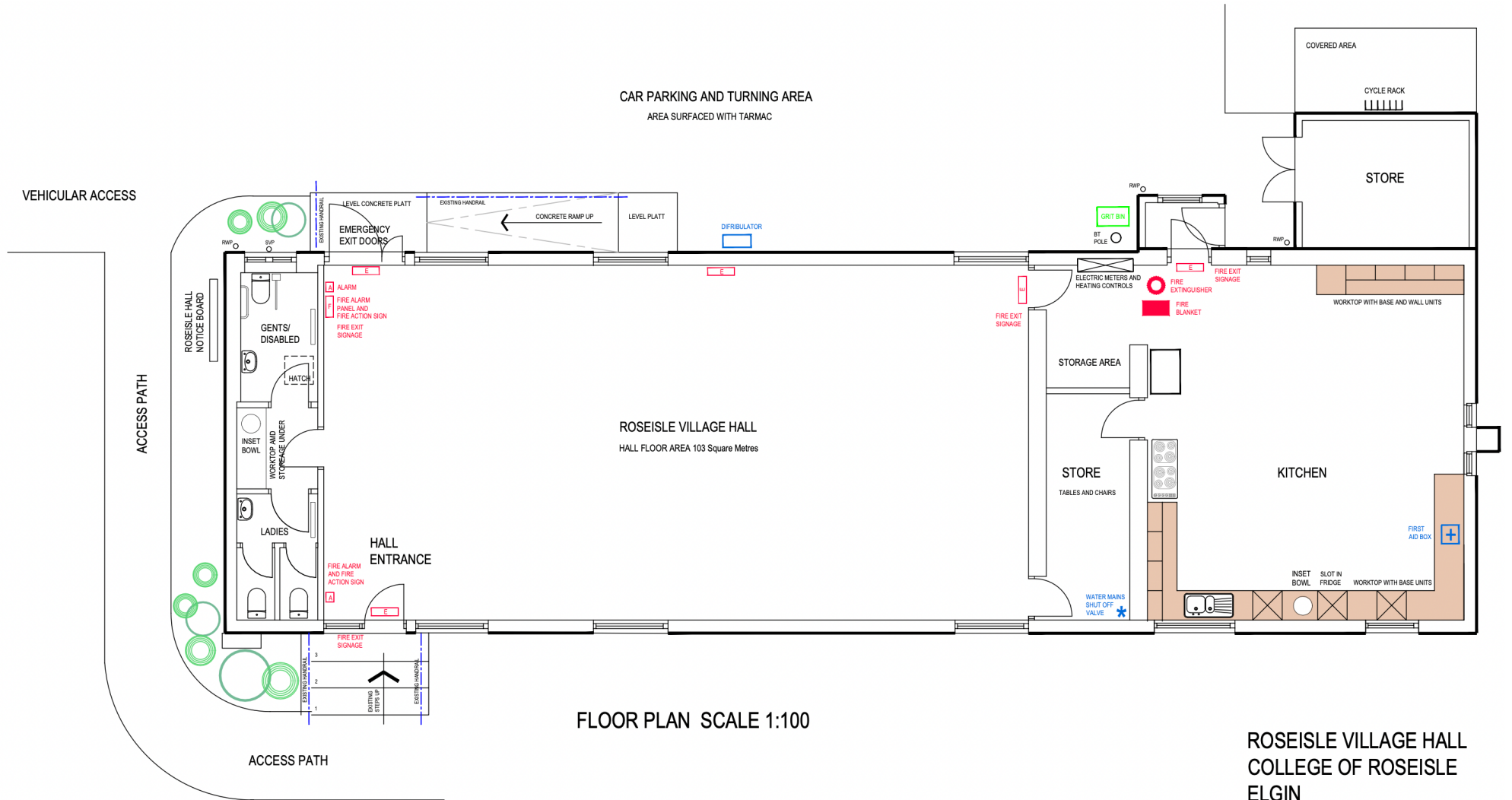
- The measures that have been put in place to reduce the risk from fire including the location of fire alarm points, fire extinguishers, fire exits and the assembly point,
- the Emergency Fire Action Plan, and the arrangements for supervising and implementing it at hall events,

- Awareness of potential difficulties of people with poor mobility and disability during evacuation and their management at hall events,
- The Conditions of Hire and responsibilities of people hiring the hall,
- Results of the most recent Fire Risk Assessment,
- The risks from petrol stored on the premises,
- How to isolate the power supplies if necessary.

Fire Safety at Hall Events

The hall is hired for regular clubs and classes and for one-off events such as parties or weddings. All hirers will be made aware, as part of the Conditions of Hire and during an induction to the hall, of

- Their responsibility to meet fire safety regulations,
- Specific issues relating to hall fire safety,
- Location of the emergency fire action plan.



FLOOR PLAN SCALE 1:100

ROSEISLE VILLAGE HALL
 COLLEGE OF ROSEISLE
 ELGIN
 IV30 5YF