



FIRE SAFETY POLICY & EMERGENCY PLAN

BARROW VILLAGE HALL, 23-25 OLD ROW, WHALLEY ROAD, BARROW BB7 9AZ

Adopted 1st December 2025. This policy will be reviewed annually by the Trustees of Barrow (Lancashire) Village Hall CIO (the 'Village Hall Management Committee').

Reviewed: 1st December 2025

Next review: 1st December 2026

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FIRE SAFETY POLICY

Barrow Village Hall is owned by Barrow Parish Council and managed by Barrow (Lancashire) Village Hall CIO, whose Trustees act as the Village Hall Management Committee (VHMC). The VHMC is responsible for the overall management of the village hall and the implementation of this Fire Safety Policy. The Parish Clerk is employed by the VHMC as Hall Administrator to oversee day-to-day operations, manage its Operations Committee (VHOC), and report formally to the VHMC.

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

1. FIRE SAFETY LOGBOOKS

All relevant fire safety logbooks including Fire Risk Assessments, alarm tests and firefighting equipment checks, will be held and maintained by the Parish Clerk as Hall Administrator.

2. FIRE ALARM SYSTEM

A fire alarm test will be carried out weekly on at least one call point, with the results recorded in the logbook. The fire alarm system is inspected yearly by a recognised contractor, with the results recorded.

3. ESCAPE ROUTES & EXITS

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. SIGNAGE & ASSEMBLY POINT

Details of escape routes, the emergency plan and assembly points will be recorded on the Fire Notices adjacent to manual call points.

5. EMERGENCY LIGHTING

All emergency lighting will be visually checked at least monthly by the Hall Administrator and will be serviced and maintained on an annual basis by a recognised contractor, with the results recorded.

6. FIREFIGHTING EQUIPMENT

Firefighting equipment is provided in appropriate places within the Village Hall, according to the fire risk posed. All firefighting equipment will be visually checked at least monthly by the Hall Administrator 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.

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7. ELECTRICAL SYSTEMS & APPLIANCES

The Village Hall's electrical wiring installation will be inspected every five years by a recognised contractor, and the results recorded.

All portable electrical appliances provided in the Village Hall will be PAT tested annually by a recognised contractor, with the results recorded. The gas boiler heating system will be serviced annually by a recognised contractor, with the results recorded.

8. FIRE & EMERGENCY EVACUATION

All users of the Village Hall are required to familiarise themselves with this 'Fire Safety Policy & Emergency Plan', which is sent to all hirers prior to their hire of the hall. A copy of the policy can also be found on the notice boards on the ground and upper floor lobbies.

9. FIRE SAFETY INSPECTIONS

Regular visual inspections of the Village Hall and all its fire safety equipment will be conducted by the Hall Administrator (monthly) and the VHMC (quarterly).

These inspections should ensure, as a minimum, that:

- All fire routes and exits are free from obstruction.
- All fire doors are kept shut and not propped open with door stops.
- All emergency lighting is working.
- All fire-fighting equipment is present and serviceable and stored correctly.
- Any flammable liquids are correctly stored.
- 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. FIRE RISK ASSESSMENTS

A Fire Risk Assessment will be undertaken on an annual basis by a recognised contractor and the results approved by the VHMC.

The Fire Risk Assessment will be a standing agenda item for all VHMC 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 alterations to the premises or new activities of hirers.

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FIRE SAFETY GUIDANCE FOR HIRERS

YOU, THE HIRER, are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Barrow Village Hall during your hire of the Village Hall.

At all times the Village Hall is in use, the RESPONSIBLE PERSON must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

Your priority should always be to Save Lives and not your belongings or the building!

BEFORE YOUR EVENT STARTS:

- Check that the 'Fire Exit' lights are working.
- Check that all escape routes are not blocked, for example, by tables, chairs, or boxes.
- Check that you know where any fire extinguishers or blankets are stored, and the different uses of the water and CO2 fire extinguishers.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Check that no balloons or other decorations have been hung where they could fall and obstruct a Fire Exit.
- Inform all your attendees of the Fire Exit routes, and the Assembly Point at the far end of the car park, in the event of a fire or emergency.

DURING YOUR EVENT:

- Know how many people are at your event.
- Keep fire doors closed when not in use, and do not prop them open with door stops.
- Ensure that the Fire Exits and escape routes do not become obstructed.
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or emergency.
- Ensure that no vehicle obstructs the Village Hall's main entrance, so that wheelchair users and those with prams/buggies can exit quickly and safely.
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the road.

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- Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames.
- Be vigilant regarding any smells of burning or a gradual build-up of smoke.

AFTER YOUR EVENT:

- Remove all waste and check rooms for smouldering or items burning.
- Check cookers, heaters and electrical appliances are turned off and unplugged where necessary.
- Turn off lights and close all internal doors.
- Secure all external doors and windows.

EMERGENCY PLAN

FIRE NOTICE

In the event of a fire

DIAL 999

1. 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
 - Meet at the **ASSEMBLY POINT – near the disabled bays on the car park**
2. Start the fire alarm if it is not already sounding by using a ‘Break Glass Point’ at one of the fire exits.
3. NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.
There is no public telephone nearby. Use a mobile to **call 999**.

GIVE THIS ADDRESS: Barrow Village Hall
23-25 Old Row, Whalley Road
Barrow, BB7 9AZ

What3words: belief.shorthand.flanked

Check rooms and toilets that are safe to enter to ensure everyone has left. Use firefighting equipment to clear a safe passage to a fire exit.

Check that everyone is accounted for and do not allow anyone to re-enter the building under any circumstances.

On arrival of the Fire Brigade, report to the Officer in Charge that all persons are safe or state the last known location of anyone missing.

All incidents, no matter how small, must be reported.

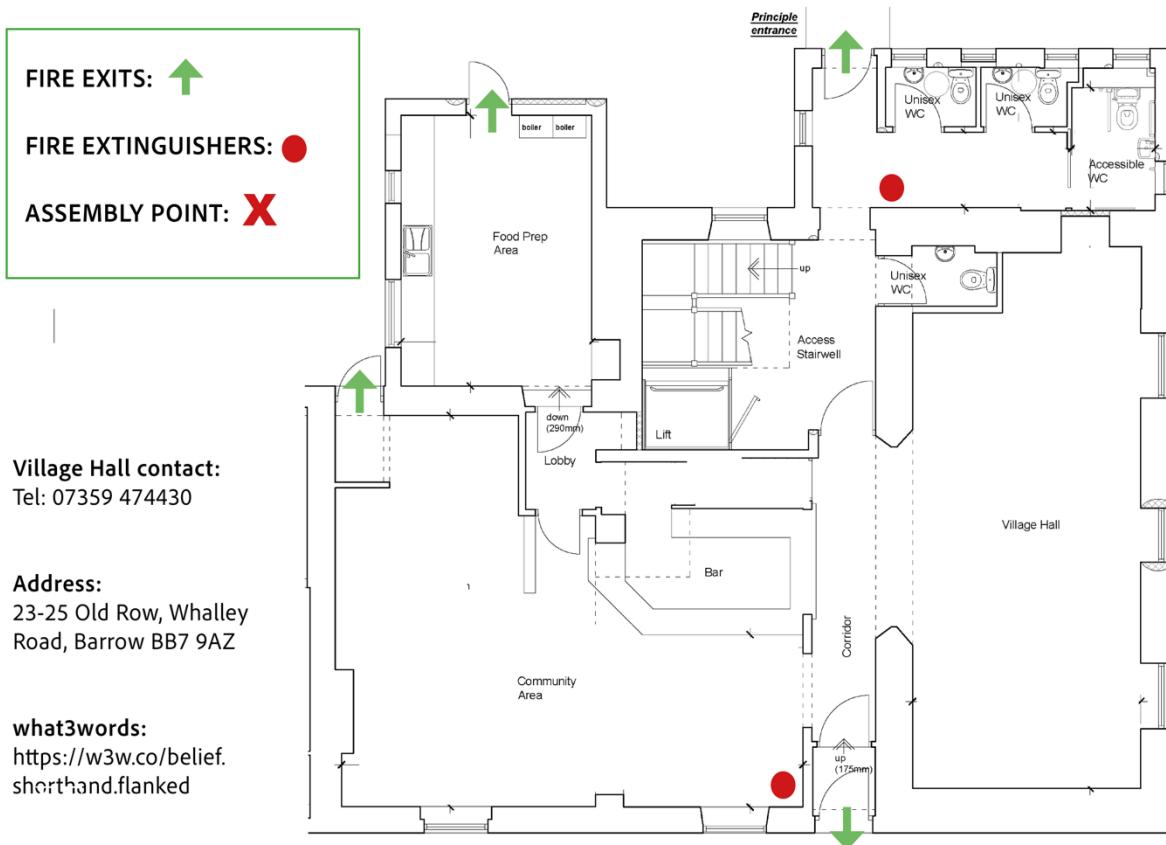
Hall Administrator: 07359 474430 – or – Chair of VHMC: 07397 095218

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FIRE ESCAPE ROUTES & EQUIPMENT LOCATIONS

CAR PARK AREA **X**

REAR OF BUILDING: CAR PARK



Fire extinguishers are also located in the brew area on the UPPER FLOOR.

In the event of a fire, or on hearing the fire alarm, upstairs Hall Users should make their way safely downstairs, turn left and leave through the nearest fire exit, shown on this plan as 'Principle Entrance'. Do not use the lift.