

PORTFIELD COMMUNITY HALL FIRE SAFETY POLICY

Aims

To ensure that all users of Portfield Hall know what actions should be taken in the event of a fire in the building.

To identify and eliminate where possible fire risks that may exist within the hall.

This policy has particular relevance to those organising functions in the Hall.

A copy of the policy will be posted in the Hall - function organisers will be made aware of it and must observe and support it.

To ensure that the testing and servicing of all fire fighting equipment is carried out regularly by an appropriate body.

To display appropriate signage.

In the case of a fire in the Hall all users should:

- evacuate the building in an orderly way to the Assembly Point which is in the far corner of the front car park
- only attempt to put out the fire if you feel competent to do so without endangering yourself
- switch off appliances and close all doors and windows before leaving if it is safe to do so,
- call the fire service on '999'
- inform the Keyholder or Hall Manager as soon as possible
- not return to the building until approval is given by the Fire Service
- write an account of the incident in the Hall Accident and Fire Book

The Committee will deal with any complaints and will review the policy annually.

Adopted by Portfield Community Hall Committee on

Signed.....PCH Chair

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