Fire Safety Measures Log Book For:

Property / Business Name	Oswaldkirk Village Hall
Address Line 1	Main Street
Town	Oswaldkirk
Post Code	YO62 5XT
Contact Name 1	Del Jenkins 01439 787 148
Contact Name 2	Mark Clook 01439 788 247

Please Keep Available

Rev 01-2010

USEFUL TELEPHONE CONTACTS

Contact	Number
Local Fire Service Contact	01653 692 626
Fire Alarm Service Engineer	n.a.
Fire Extinguisher Company	Cutts and Co 01904 468 608
Emergency Lighting Engineer	Peter Snowball 01653 628 136

NOTE: HIRERS SHOULD BE AWARE OF THE LOCATION OF THE FIRE EXTINGUISHERS AND FIRE EXITS.

FIRE SAFETY ADVICE

Legal Fire Safety Requirements

The Regulatory Reform (Fire Safety) Order 2005 came into force on October 1st 2006.

With the exception of a very few specialised sites and specific risks, the vast majority of sites and premises throughout England & Wales must now conform with the requirements of the Regulatory Reform (Fire Safety) Order, (the Fire Safety Order) which replaced the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997, as well as over 100 pieces of legislation relating to Fire Safety.

The Fire Safety Order does not apply to people's private homes, including individual flats in a block or house, though it does apply to; common areas; shared means of escape and facilities provided to assist the Fire Service, such as dry risers.

The Main Fire Safety Requirements?

You must:

- carry out a fire-risk assessment identifying any possible dangers and risks
- consider who may be especially at risk
- get rid of, or reduce, the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left
- take other measures to make sure there is protection if flammable or explosive materials are used or stored
- create a plan to deal with any emergency and, in most cases, keep a record of your findings
- review your findings when necessary.

Who is responsible for Fire Safety?

Under the order, anyone who has control of premises or anyone who has a degree of control over certain areas or systems may be a ***responsible person***.

For example, the ***responsible person*** could be the:

- employer, for those parts of premises staff may go to
- managing agent or owner for shared parts of premises or shared fire safety equipment such as fire-warning systems or sprinklers
- occupier, such as self-employed people or voluntary organisations if they have any control
- other person who has some control over a part of the premises.

General Fire Safety Requirements

Means of Escape

- Fire doors are provided to prevent the spread of heat and smoke
- **Keep them shut** and **never** prop them **open** or remove self closing devices
- Keep corridors and stairways clear of storage and waste material
- Ensure that final exit doors can be readily opened from the inside without the use of a key
- Keep areas **outside** final exit doors clear of obstructions at all times
- Always ensure that exits and access thereto, which are not in normal use, are clearly indicated, with the exit signs visible from the furthermost part of a room.

Fire Alarm System

- Always ensure that the fire alarm system is in working order, that staff knows how to use it and what action to take on hearing the alarm.

NB NONE FITTED/REQUIRED IN VILLAGE HALL – SECTION DELETED

Fire-Fighting Equipment

- These are intended for fires in the early stages. Ensure that all staff[1] know where the extinguishers are sited and how to operate them safely
- Always ensure that they are inspected and maintained regularly[2]

Emergency and General Lighting

- Ensure that all lighting systems are checked and maintained regularly
- Replace any defective bulbs/components immediately.

Instructions to Staff and Guests

- Ensure that all staff are aware of their responsibilities in the event of an emergency. Ensure that they know how to:
  - Raise the alarm
  - Call the fire service

[1] Staff in this context includes Trustees.
[2] Fire Extinguishers are maintained by Cutts

- Know when not to tackle a fire
- Use a fire extinguisher correctly and safely
- Know the correct evacuation procedures for the premises.

The fire service may be able to provide staff training through the commercial services department.

Guests

- Ensure that all guests/visitors to the premises are aware of the actions to take in the event of an emergency
- Premises which take in foreign guests should have their fire instruction notices printed in the appropriate language.

Electrical Installations

- The misuse of electricity is a major cause of fire, old wiring should be regularly checked and renewed if necessary
- You may need another ring circuit to cope with the increasing number of electrical appliances you want to use
- Ensure that you always use the correct fuse
- Before you go to bed or leave the building, pull out the plugs of all appliances not in use.

Heating

- Keep boiler houses clear - do not use them as an extra storeroom
- Keep portable heating appliances away from furniture and any combustible materials.

Smoking Materials

- **NOTE: SMOKING IS NOT PERMITED IN THE VILLAGE HALL.**

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Arson

Help to protect your premises against arson by;

- Locking away any flammable liquids or gases
- Effectively secure your premises at the end of the day
- Keep refuse and debris secure and away from the perimeter of the building.

British Standards

- British Standards are issued, amended and withdrawn on a regular basis. The standards referred to in this log book were current at the time of publication. You should consult the relevant current standard for detailed guidance on appropriate testing and maintenance regimes

Contractors

- It is strongly recommended that maintenance contract be take out with a competent contractor (e.g. registered with NICEIC or ECA for electrical or registered with BAFE for firefighting equipment)

EMERGENCY LIGHTING SYSTEM

Testing and maintenance

You must keep any emergency lighting equipment that is provided in your premises for the safety of people in effective working order.

You must ensure regular checks, periodic servicing and maintenance are carried out whatever the size of your premises and any defects are put right as quickly as possible.

You, or a person you have nominated, can carry out certain checks and routine maintenance work. Further maintenance may need to be carried out by a competent service engineer. Where contractors are used, third party certification is one method where a reasonable assurance of quality of work and competence can be achieved.

The following are examples of checks and tests that should be carried out. The examples of testing and maintenance given are not intended to be prescriptive and other testing regimes may be appropriate.

Daily checks

Visually check that emergency lighting units are in good repair and operating.

Monthly tests and checks

Test all emergency lighting systems and safety torches to make sure they have enough charge and illumination according to the manufacturer's or supplier's instructions. This should be at an appropriate time when, following the test, they will not be immediately required e.g.:-

- *The test method will vary. If you are not sure how to carry out these tests you should contact your supplier or other competent person.*
- *Test facilities often take the form of a' key inserted in a special switch near the main fuse board or adjacent to relevant light switches.*
- *Operate the test facility for a period sufficient to ensure that each emergency lamp illuminates. The period of test should not exceed one quarter of the rated duration of the system.*

NOTE: Checks carried out monthly and recorded below.

Annual tests and checks

All emergency lighting systems should be tested and maintained annually by a competent person. This task is normally fulfilled by entering into a service contract with a specialist electrical contracting company.

Further Guidance

Detailed guidance on testing and maintenance of fire warning systems can be found in British Standard 5266 and BS EN 50172 or equivalent EU standard.

Emergency Lighting System - Record of Tests

Date	Duration of test	Result of test	Fault (specify)	Fault cleared	Signature

Emergency Lighting System - Record of Tests

Date	Duration of test	Result of test	Fault (specify)	Fault cleared	Signature

FIRE FIGHTING EQUIPMENT

Testing and maintenance

You must keep any fire fighting equipment that is provided in your premises for the safety of people in effective working order.

You must ensure regular checks, periodic servicing and maintenance are carried out whatever the size of your premises and any defects are put right as quickly as possible.

You, or a person you have nominated, can carry out certain checks and routine maintenance work. Further maintenance may need to be carried out by a competent service engineer. Where contractors are used, third party certification is one method where a reasonable assurance of quality of work and competence can be achieved.

The following are examples of checks and tests that should be carried out. The examples of testing and maintenance given are not intended to be prescriptive and other testing regimes may be appropriate.

Weekly tests and checks

Check that fire extinguishers and hose reels are correctly located and in apparent working order.

NOTE: Regular checks are carried out by Village Hall Trustees

Quarterly tests and checks

Check to make sure that equipment is in its proper position and have not been discharged, or lost pressure (in the case of extinguishers fitted with a pressure indicator), or suffered obvious damage. The frequency of inspection should be not less than quarterly, and preferably at least monthly.

NOTE: Monthly checks carried out and noted below

Annual tests and checks

All fire fighting equipment should be tested and maintained annually by a competent person. This task is normally fulfilled by entering into a service contract with a specialist fire fighting maintenance contractor.

NOTE: Annual check carried out by Cutts and Co in July/August of each year, new certificate is placed on noticeboard in the Village Hall.

Further Guidance

Detailed guidance on testing and maintenance of fire warning systems can be found in British Standard 5306 or equivalent EU standard.

Fire Fighting Equipment - Record of Tests

Date	Result of Inspection/Test Satisfactory/Faulty	Remedial Action Taken	Fault Rectified (Date)	Signature

Date	Result of Inspection/Test Satisfactory/Faulty	Remedial Action Taken	Fault Rectified (Date)	Signature

FIRE SAFETY RISK ASSESSMENT

In order to satisfy the requirements the Fire Safety Order it is necessary for the responsible person to ensure that a suitable and sufficient risk assessment of the risk of fire is carried out and that significant findings are recorded in the following circumstances;

- If there are 5, or more, employees
- The premises are licensed
- An Alterations Notice is in force

You can find further advice on fire safety risk assessment on the North Yorkshire Fire & Rescue Service website; www.northyorksfire.gov.uk and follow the link; *Legislation and Guidance for Business*

The following table can be used as a record of when a fire safety risk assessment is carried out and when the next risk assessment is due.

NOTE: Risk assessments are carried out yearly; users are informed of location of fire exits and fire extinguishers upon hiring.

Record of Carrying out of Fire Safety Risk Assessment

Date Risk Assessment Carried Out	Name of Person Conducting Risk Assessment	Brief Comments	Date Next Due
Time To Print Off More Pages, or visit NYF&RS Website For a New Log Book – www.northyorksfire.gov.uk			

FIRE SAFETY INSPECTIONS / AUDITS / VISITS BY FIRE SERVICE OFFICER

Date	Inspecting Officer	Comments

FURTHER HELP AND ADVICE

You can find further fire safety advice on North Yorkshire Fire & Rescue Service website; www.northyorksfire.gov.uk and follow the link; *Legislation and Guidance for Business.*

If you do not have internet access you can contact your local Fire Safety office at one of the following phone numbers;

York Fire Safety Office – 01904 625272

You can also contact your local fire station on midweek days, who may also be able to help with Fire Safety queries.

Malton Fire Station – 01653 692626