

The Village Hall at Minting

FIRE SAFETY (January 2019)

Fire Alarm

The Village Hall at Minting has a fully functional fire alarm system (Firedex FX1100)
The control box is situated in the entrance foyer adjacent to the electricity cupboard.

Five 'Break glass' units are located

- i) at the side of the main entrance doors
- ii) at the fire doors leading from the main hall on the North side of the building
- iii) in the bar area between the South side window and the bar
- iv) at the side of the back door in the corridor between the kitchen and the bar
- v) at the side of the exit door from the outside store room.

Smoke detectors are located in the main hall, the entrance hall, the kitchen and the bar area. These will automatically trigger the alarm in the event of fire.

The alarm should be checked each time the hall is used to ensure that the green 'power on' indicator shows and that there are no fault indicators showing.

The fire alarm system is subject to regular testing by the committee on the day of each meeting. Tests should be recorded.

Evacuation Procedure

In the event of a fire, the nearest break-glass unit should be operated to sound the alarm and people should exit the hall via the nearest safe exit. A member of the committee (or the nominated person in charge of the event if the hall is under private hire) must ring 999 to contact emergency services fire brigade and confirm that everyone has left the building.

The address is
Minting Village Hall,
Bricken Field Lane,
Minting
LN9 5RX

Note: the hall does not have a telephone landline so either a mobile phone should be used or go to Ivy House Farm in Chapel Lane opposite the Village Hall.

People should congregate at the assembly point which is at the entrance to the large car park opposite the main gate on Bricken Field Lane. Nobody should re-enter the building until told it is safe to do so by the Senior Fire Officer present.

Fire Extinguishers

There is one dry powder extinguisher located in the kitchen along with a fire blanket. Three 9kg water extinguishers are available adjacent to break glass fire points - one by the main entrance door, one by the fire exit door on the North side of the main hall and one in the bar area.

These should only be used to fight the fire if safe to do so.

Note: Water extinguishers should not be used on electrical or flammable liquid fires. Fire Extinguishers should be checked annually by an approved contractor and labelled accordingly.

Fire exits

All exits should be checked regularly and prior to any event to confirm that they are clear of obstruction.