



Hareshill
COMMUNITY
CENTRE

FIRE SAFETY POLICY & INFORMATION

Within the Policy the term 'Users' is intended to imply: The Committee; workmen, tradesmen and officials who have legitimate business to discharge at the Hareshill Community Centre

Within the Policy the term 'Hirers' is intended to imply those Applicants who hire Hareshill Community Centre in order to conduct their own activity and the members of the public who attend that activity.

1. Hareshill Community Centre is run and maintained by Crookham Village Parish Council, for the benefit of the residents of Crookham Village Parish and its environs.
2. The Council are committed to operating and maintaining Hareshill Community Centre in accordance with The Regulatory Reform (Fire Safety) Order 2005.
3. The Council will do all that it can to:
 - Minimize Fire Risk.
 - Identify and assess risks.
 - Provide suitable fire safety equipment.
 - Provide Fire Instructions.
4. The Council cannot be fully responsible for all the Fire Safety aspects of activities that are not under its control. While the Council recognises its overall responsibility under the law it makes a distinction between Users and Hirers of the Hall. It must therefore alert Hirers of the Hall to recognise their own responsibilities regarding the Fire Safety aspects of their own activities while using the Hall.
5. The Council will:
 - Do all that it can to engender Fire Safety within both the letter and spirit of the law.
 - Do all that it can to maintain a safe environment at the Premises that is Hareshill Community Centre.
 - Establish, maintain and keep under review a Fire Risk Assessment for the Premises.
 - Maintain fire appliances and instructions in accordance with the Fire Risk Assessment.
 - Prominently display a copy of this Policy.
 - Keep this Policy under regular review.

- Alert all Users to the Fire Safety Information provided here and within the Standard Conditions of Hire and encourage Users to read and then adhere to both the letter and spirit of them.
 - Ensure a Fire Risk Assessment is completed every 2 years and make a copy available to any hirers or other interested parties.
 - Make it a requirement of the agreement to hire that Hirers do read and conform to the Fire Safety Policy & Information.
 - Make it a requirement that appropriate fire instructions, and especially the exit routes, are briefed to members of the public using the centre at the beginning of any activity by the Hirer.
 - Maintain Public Liability Insurance for the premises and its own Committee-sponsored activities.
 - Maintain a First Aid Kit.
 - Maintain an Accident Book.
6. The Council considers that it is still the duty of all Users and Hirers of Hareshill Community Centre to:
- Remain vigilant and 'risk aware'.
 - To be familiar with this Policy, the fire safety information provided within it, including the emergency fire procedure and to conform to all the requirements of this document.
 - Make others aware of risks and the means to mitigate such risks as appropriate for the activity being undertaken.
 - Report and record accidents in the accident book provided with the First Aid Kit.
 - Alert the Council to any newly apparent risks.
 - Assist the Council with constructive suggestions as to how the Fire Safety management of Hareshill Community Centre might be improved.
 - Ensure fire doors always remain closed.
 - Read the specific information regarding risks and safety requirements in respect of Lithium-ion batteries at the end of this document.
7. It is the specific responsibility of the Council to:
- Ensure Fire Exits are kept clear.
 - Ensure a monthly check is conducted for full functionality of internal and external normal lighting, replacing bulbs as required and following up any required maintenance.
 - Arrange for a yearly contracted check of the smoke alarms combined with a full Fire alarm check.
 - Arrange for a yearly contracted check of all Fire extinguishers.

- Keep all areas clean and clear from the build-up of dirt, dust and fluff etc.
- Keep the store rooms/cupboards free from stored material (except inert material).
- Ensure that flammable materials such as paint are not stored on the premises
- Ensure that quantities of flammable cleaning materials and the like are kept to minimum and stored appropriately
- Conform to the intent of the Fire Safety Risk Assessment in all respects

8. After each Hire period, the hirer is responsible for checking that:

- Internal bins have been emptied after hires.
- Lights are turned off in the hall and appliances unplugged or switched off at mains as appropriate (applies to kitchen items including boiling water tap, kettle, cooker and dishwasher etc).
- Stored material is stored in accordance with plan.
- All areas are tidy.

9. The Council will nominate a person to check the emergency lighting at regular intervals.

10. The Fire Alarm System and all allied equipment are regularly checked and maintained.

FIRE SAFETY INFORMATION – ESCAPE ROUTES

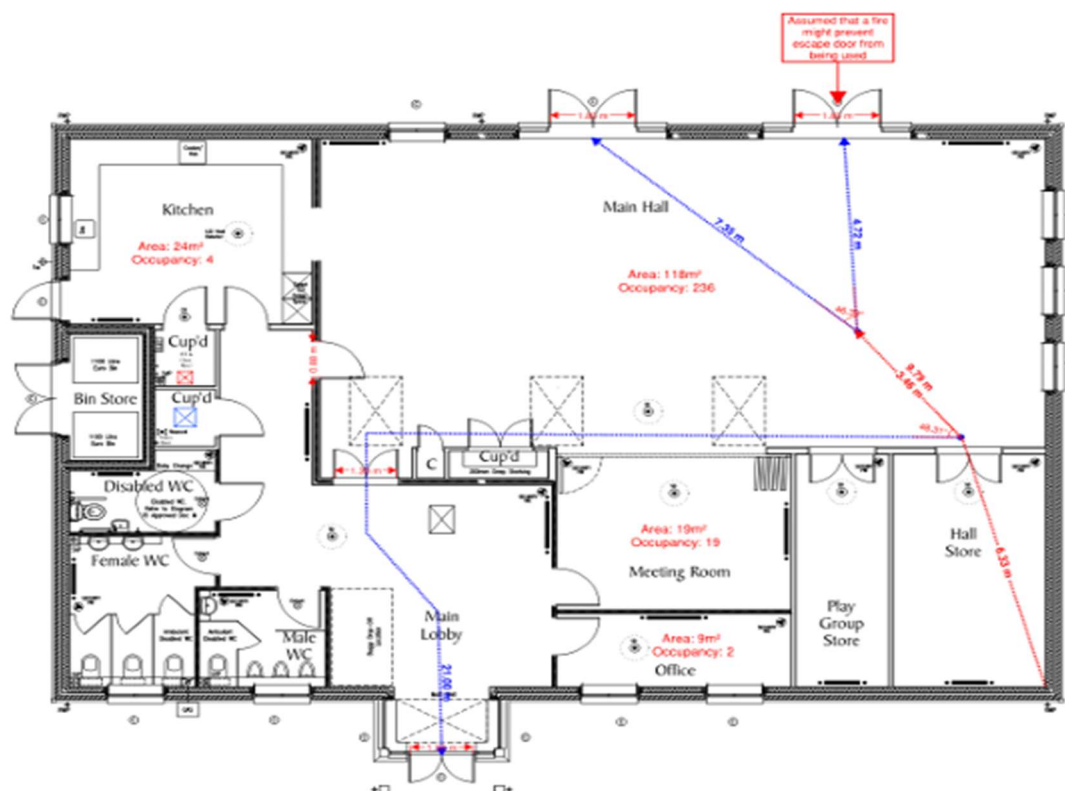


Figure 2 – Means of Escape mark-up

FIRE ASSEMBLY POINT IN FAR AREA OF CAR PARK IDENTIFIED BY GREEN SIGN

EMERGENCY CALL POINTS

There are 5 alarm points situated as follows:

1.	Lobby Area
2.	Hall
3.	Hall
4.	Hall
5.	Kitchen

LOCATION OF FIRE EXTINGUISHERS

The following fire extinguishers are situated at Hareshill

Location	Foam Extinguisher	CO ²
Entrance foyer	1 x 6 litre	1 x 2 kg
Kitchen	1 x 6 litre wet chemical 1 x fire blanket	1 x 2kg
Hall	1 x 6 litre	1 x 2kg
Lithium battery charging cupboard (off hall)	1 x 6 litre Lithium	

EMERGENCY FIRE PROCEEDURE

Action to be taken on discovering a fire, detecting smoke or a smell of burning

1. Raise the alarm by breaking the nearest fire alarm break glass point and shouting 'Fire, Fire'. These break glass points are located at every fire exit.
2. Evacuate the Centre in an orderly manner, using the appropriate exits.
3. Ensure that the kitchen and toilet areas are checked and that internal fire doors are closed (assuming it is safe to do so).
4. *If trained to do so, attempts may be made to extinguish the fire using the appropriate extinguisher(s). However, at no time should anyone's life be put in danger and priority should be given to evacuating the Centre.*
5. Assemble your group at the Fire Assembly Point. All persons evacuated should be accounted for as soon as possible and must remain in the "Muster Area" until they are told that they can leave. A report is to be made to the Fire Service as soon as is convenient.
6. Alert the Fire Service by dialing 999 and giving the Centre address details:

Hareshill Community Centre, Millpond Avenue, Crookham Village, Fleet, GU51 5EN.
What3Words: BACKPACKS.BOILS.STUNT
7. Alert the Centre Manager(s) on 07980 299 217/221
8. Await the arrival of the Fire Service.

Lithium-ion battery safety good practice

Lithium-ion batteries have become widely used in society from small applications such as mobile phones and tools to larger applications such as transport; electric bikes, e-scooters and electric vehicles (EVs) and also for storage facilities for renewable energy. This due to the unique properties of Lithium-ion batteries which is best summarized as the ability to store an enormous amount of energy in a very small space. This guide concentrates on portable lithium-ion batteries such as those that you can charge in your home.

The ability to store enormous amount of energy in a very small space is also one of the main disadvantages of lithium-ion batteries and can lead to risks of fire and explosion if they are not stored and charged safely.

When used properly lithium-ion batteries are convenient and safe to use but batteries can present a fire risk when over-charged, short-circuited, or if they are damaged. Charging them safely is really important. Here are some simple tips for safe charging of your lithium-ion batteries

- Read and follow the manufacturer's instructions precisely
- Regularly check the condition of the battery, Look for dents, deformation or signs of overheating. Stop using/charging the battery as soon as you notice any damage and replace any damaged battery, disposing of the damaged one safely.
- Only use the charger supplied with the battery. It is designed to steadily charge the battery at a predetermined rate, it will monitor the charge and avoid overcharging.
- If the original charger is not available, obtain a replacement from the original manufacturer. Counterfeit and substandard chargers can be deadly. Overcharging, over discharging and charging the battery too quickly are some of the main causes of fires from lithium-ion batteries.
- Disconnect the battery and unplug your charger when the charge cycle is complete, don't leave items on charge continuously, for example it's best not to leave your phone plugged in overnight.
- Charge your batteries in a safe place;
 - (i) Do not charge batteries where they may prevent you from escaping in the event of a fire
 - (ii) Do not charge batteries close to combustible materials or hazardous substances.
 - (iii) Do not charge lithium batteries where high temperatures or sunlight are to be expected.
 - (iv) Do not cover lithium batteries when charging.
- Monitor the charging of your batteries if you can, in particular, powerful ones like e-bike or e-scooter batteries.
- Ensure that you have adequate back up and early warning systems in place;
 - (i) Do you have smoke/heat alarms to alert you if something goes wrong?
 - (ii) Is your electrical installation up to date? Does it have RCDs fitted that can switch off the power in the event of a fault.