

SHOREHAM VILLAGE HALL

a charitable trust est. 1924, registered charity no 302840

Fire Safety Policy

Issue Date	12 May 2025
Review Date	1 April 2028

This policy forms part of the Terms and Conditions of Hire

1. The policy is to minimise the risk of fire and to minimise the risk of injury in the event of a fire.
2. At the start of every event, an organiser is to announce to those present:

“This hall is equipped with a fire alarm system. If the alarm sounds this is not a drill. You are asked immediately to leave the building calmly and to muster on the pavement opposite the hall so that it can be verified that everyone is present. There are four fire exits: The main doors through which you entered; through the kitchen exiting to the rear, and two further exits on either side of the stage. There are fire extinguishers in the hall but do not attempt to put out a fire unless knowledgeable how to do so.”

3. If there clearly is an actual fire, an organiser is to ring the fire brigade on 999 immediately.
4. Someone from the hall’s Committee of Management should be notified automatically by the alarm monitoring service and should be along to verify the situation and to reset the alarm system if required.
5. No smoking or vaping is permitted in the building nor anywhere outside on the premises.
6. No fires of any type nor for any purpose, including no candles and no barbecues, are permitted either in the building or anywhere on the grounds.

Signed on behalf of the Committee of Management:

Peter Kasch, Chair

12 May 2025

*Postal address: 76A High Street
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