

FVH Fire Safety Action Plan

v.9 of 27.09.23

	Actions	Advised Priority	Actions Taken (client use)	Person Responsible (client use)	Completed (date/sign) (client use)
Alarm and Detection	<p>It is recommended that a hard-wired fire alarm system be installed, conforming to BS5839-1:2017, category L4, including a Heat Detector for the Kitchen (Victory Fire)</p> <p>A fire detection and alarm system complying with the requirements of BS 5839-1:2017, Category M, must be provided within the premises. (KFRS. 3.2)</p> <p>Training</p>	<p>3 Months</p> <p>On-Going when fitted</p>	<p>Installation agreed to be by WestOne</p> <p>Weekly testing to be recorded</p> <p>Servicing to be recorded</p>	<p>Chair & Treasurer</p> <p>Treasurer</p> <p>Caretaker</p> <p>Caretaker</p>	<p>COMPLETE</p> <p>Awaits Ongoing</p>
Flammable Liquids/Gas/LPG	All flammable liquids must be stored in the flame-proof cupboard or removed	1 Month	purchase of additional flame-proof cupboard and record	Caretaker + Axstanes	All flammable liquids safely stored 21.09.21 COMPLETE
	Ensure Gas Safety certificate is in date and copy in Fire Safety Folder	Annual	Certificated	Treasurer	Next due by 17.03.24

Fire Risk Assessment	<p>A suitable and sufficient fire safety risk assessment should be undertaken and should be made available on the premises. The assessment should cover all significant risks, which may affect any person who may be affected by fire, and should include the means of access and egress from the premises. The assessment should be reviewed at regular intervals, and when a significant change is made.</p> <p>As soon as practicable after the assessment is made or reviewed, the information must be recorded where;</p> <p>(a) Where five or more persons are employed,</p> <p>(b) A license under an enactment is in force in relation to the premises; or</p> <p>(c) An alterations notice requiring this is in force in relation to the premises.</p>	1 Month	<p>Risk Assessment based on Victory Fire inspection + self-inspection + KFRS advice</p> <p>The prescribed information to be recorded is:-</p> <p>(a) The significant findings of the assessment, including the measures which have been or will be taken by the responsible person in pursuant of the Fire Safety Order; and</p> <p>(b) Any group of persons identified by the assessment as being especially at risk. (KFRS. 2.2)</p>	Policy Director	<p>Risk Assessment re-drafted following KFRS advice. Committee sign-off on 21.09.21. COMPLETE</p>
Fire Policy	A copy of the fire safety policy and emergency/evacuation procedures should be briefed to all User Groups and a controlled copy displayed.	3 Months	Ongoing in conjunction with development of Fire Folder (below) and appointment of new Bookings Secretary	Policy Director + Bookings Secretary	<p>Policy agreed 28.06.21</p> <p>Copy in Fire Folder</p> <p>Review required</p>
Fire safety Systems and Management	<p>A copy of all relevant documentation must be readily available to all users. A Fire Folder is recommended plus access on the web site</p> <p>Regular in-house tests and checks of Fire Alarm, Escape Lighting and Extinguishers must be recorded.</p>	<p>1 Month</p> <p>1 Month</p>	<p>Fire Folder to be instigated: to include the Policy + Action Plan + log</p> <p>Log to include dates of actions</p>	<p>Policy Director</p> <p>Caretaker</p>	<p>Fire Folder + Information to Hirers drafted and being updated</p> <p>Fire Action Notices placed</p> <p>Log in Fire Folder</p>

Training	<p>The responsible person has failed to comply with a duty to set out relevant procedures and safety drills in case of serious and imminent danger.</p> <p>(KFRS. 5.1)</p>	3 Months	<p>The responsible person must establish relevant safety procedures in case of serious and imminent danger to safeguard the safety of relevant people and ensure they are practised through drills.</p>	Policy Director	<p>Sept 21 Committee meeting agreed this pending installation of alarm</p>
	<p>The responsible person has failed to provide his employees with suitable and sufficient training on the appropriate precautions and actions to be taken by his employee in order to safeguard himself and other relevant persons on the premises. (KFRS. 8.1)</p> <p>NB "Employee" here means all hirers, hall users, volunteers and any employees of agencies engaged in work at the hall</p> <p>The responsible person must ensure that employees are provided with adequate fire safety training:-</p> <p>a) At the time they are first employed.</p> <p>b) Being transferred or change of responsibility within the undertaking.</p> <p>c) Introduction of new technology in the undertaking.</p> <p>d) Introduction of new systems of work, or change to existing systems of work in the undertaking.</p>	3 Months	<p>The responsible person must ensure that the safety training:-</p> <p>a) Includes suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises.</p> <p>b) Be repeated regularly.</p> <p>c) Be adapted to take account of any new or changed risks to the safety of employees concerned.</p> <p>d) Be provided in a manner appropriate to the risk identified by the risk assessment and</p> <p>e) Take place during working hours.</p>	Policy Director	<p>Sept 21 Committee meeting agreed:</p> <ul style="list-style-type: none"> • Training session to be part of AGM • Named Hirer to agree to be Fire Warden as part of booking • Fire Warden Workshop to be held as soon as alarm is installed

	<p>Made sure everyone can fulfil their role?</p> <p><i>"The responsible person must</i> <i>a) establish & where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious & imminent danger to relevant person</i> <i>b) nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premise; and</i> <i>c) ensure that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety, unless the person has received adequate safety instruction."</i> <i>(KFRS. 5.0)</i></p>	3 Months	<p>Fire Safety Drills to be implemented</p> <p>Fire Wardens to be identified</p> <p>Unhired areas to be secured and locked</p>	Policy Director	Sept 21 Committee meeting as above
Fire Signs	<p>All fire doors require a Keep Shut Sign</p> <p>Ensure that all final exit doors possess a Push Bar sign and Fire Exit sign on the inside and a Keep Clear sign on the outside</p> <p>Ensure all extinguishers possess ID signs</p> <p>Any Call Points installed will require Fire Action Notices</p>	<p>3 Months</p> <p>3 Months</p> <p>3 Months</p> <p>2 Months</p>	<p>In hand</p> <p>In hand</p> <p>Liaise Victory Fire for additional signs</p> <p>Check for Call Points when Alarm fitted</p>	Caretaker	<p>Completed</p> <p>Completed</p> <p>Awaits</p> <p>Completed</p> <p>Awaits</p>
	To conform to BS5266, Emergency Lighting must be serviced annually by a competent contractor and tested in-house monthly and recorded	On-Going	In hand	Chair & Treasurer Caretaker	<p>Monthly testing in hand</p> <p>Annual testing awaits</p>

Emergency Lighting	In some areas of the premises, the current provision of emergency escape lighting may not be sufficient. (KFRS. 4.1)	3 Months	Non-maintained emergency lighting to operate in the event of a failure of the normal lighting: <ul style="list-style-type: none"> ✓ The rear external stairs; ✓ The stage area; ✓ The stairs from first floor storeroom. 	Chair & Caretaker	Sept 21 Committee meeting noted contractor site visit
	The emergency lighting is inadequately maintained. Tests should be carried out to the requirements of BS 5266-8:2004 or BS EN 50172:2004. (KFRS. 6.1)	1 Month	The emergency lighting is to be suitably and sufficiently maintained in an efficient state, in efficient working order and good repair. The emergency lighting system should be subject to monthly and annual tests in accordance with the requirements of BS 5266-8:2004. For monthly tests the emergency lighting system should be tested for the duration, which is sufficient to ensure that each lamp is illuminated. For annual tests the emergency lighting system should be tested for its full rated duration. It is recommended that these tests are logged to prove compliance.	Caretaker	As above
Compartmentation	Ensure that the roof void is fire-stopped especially above the stage kitchen and electrical cupboard	4 Months	Verify and budget	Treasurer + Caretaker + Axstanes	Completed 13.08.21

Sub-	Electrical Cupboard to be upgraded	2 Months	Undertake remedial work. Check and		
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Compartmentation	The electrical cupboard should be constructed from materials offering 30 minutes fire resistance. Areas where cable breaches the cupboard should be fire stopped with fire resisting materials. (KFRS. 1.6)		log completion.	Chair & Caretaker	COMPLETE
Fire Doors	Fire doors to Kitchen and WI areas to be upgraded Self-closing devices missing from the following doors. <ul style="list-style-type: none"> ▾ The doors from the kitchen to stage and kitchen to WI room; ▾ The door from the WI room to toilet corridor. (KFRS. 1.3) 	3 Months	Upgrade self-closure on a) door from Kitchen to WI room b) door from Kitchen to Stage c) door from WI room to toilet corridor	Committee + Caretaker	Sept 21 Committee meeting noted completion of self-closures
	Various doors failed to close fully due to the provision of cabin hooks. (KFRS.1.1)	1 Month	All unsuitable means of holding open any self-closing doors must be removed. These doors should be able to swing fully closed against the frame stops.	Caretaker	Completed
	The fire exit doors from the kitchen and from the rear of the stage area impede each other and may affect relevant persons in an emergency. (KFRS. 4.3)	3 Months	These fire exits should be re-configured to prevent doors impeding the means of escape of relevant persons.	Policy Director	Sept 21 Committee meeting agreed to prioritise alarm and training
Fire Fighting Equipment	Ensure all extinguishers are attached to the wall at a maximum of 1.5metres from the floor	1 Month	Re-site where non-compliant & record in log	Caretaker	Front of Hall extinguisher re-sited

	A Carbon Dioxide extinguisher is required for the main entrance, adjacent to the electrical cupboard To conform to BS5306 all extinguishers require an in-house monthly check	2 Months On-Going	Acquire and site	Treasurer + Caretaker Caretaker	Completed Checks maintained
Electrical	Ensure PAT test certificate is in date and copy in Fire Safety Folder	3 yearly	Completed by AA Electrical Services	Treasurer	02.06.21 Next due by 02.06.24
	Ensure Electrical Installation certificate is in date and copy in Fire Safety Folder	5 yearly	Certificated on 10.08.20	Treasurer	10.08.20 Next due by 10.08.25
Additional	Upgrade Stage curtains and tracking		Obtain quotes	Caretaker + Axstanes	In hand
	<i>Ensure all hirers fully informed of fire policy and responsibility for fire safety</i> The responsible person must ensure that any person from an outside undertaking is provided with sufficient information on the procedures for serious and imminent danger.	3 Months	Fire Action Notices at all exit points Information to Hirers at booking stage Information on web site Fire Safety folder accessible in Kitchen Booking form to be amended to show Hirer's named Fire Warden Fire Wardens to ensure Fire Service is called	Policy Director	Information to Hirers in Fire Folder + noted as part of booking process