

# COLERNE VILLAGE HALL ASSOCIATION

REGISTERED CHARITY 1072699

## DENYS SARGENT ROOM FIRE RISK REGULATIONS for REGULAR GROUPS

All Groups must appoint an Evacuation Leader and ideally a Fire Marshal. For smaller Groups these two positions can be the same person. If you intend to tackle small fires then you **must have a designated Fire Marshal**. It is important that the person appointed is familiar with the Fire Extinguisher available in the Room and know how to tackle a small fire. If you are unsure whether you are able to undertake these tasks it is better to leave it to the experts.

All Groups should keep a register of attendance, failing that they should do a head count or provide a sign-in sheet. A member of the Group should be responsible for the register/sign-in sheet and take it with them in the event of an evacuation. In cases where a head count is not feasible, then the Fire Marshals should, to the best of their ability, ensure that the Room is clear.

**All Groups are to carry out a Fire Evacuation Drill at least once per year.** The results of this Drill are to be recorded on the Fire Drill Log Sheet, which is kept in the right hand Kitchen Drawer. Periodically a representative from the Village Hall Committee will check the sheet to ensure that Fire Drills are being carried out. It is recommended that all Groups familiarise themselves with the sound of the Fire Alarm so they will know what to expect in the case of an emergency.

All Groups should ensure that they have a deputy to cover absence of the designated Evacuation Leader and/or Fire Marshal.

**It is a legal requirement that all Groups take responsibility for their own members.**