

# Parkgate & Neston Community Hall

## Fire Safety Policy

### General Statement of Policy

This is the Fire Safety Policy of Parkgate & Neston Community Hall.

This Policy and the way in which it operates will be reviewed every two years, although this is a continuous working document. A copy of the policy will be displayed in the Hall. Hirers, users, volunteers and visitors will be made aware of it and must observe and support it.

### 1. Introduction

This Policy is designed to contribute to the safety of Parkgate & Neston Community Hall users, volunteers, hirers, and visitors, demonstrating a continuous improvement in fire safety performance.

Parkgate & Neston Community Hall are to ensure all users, volunteers, hirers, and visitors know what action should be taken in the event of a fire within the building. This policy has relevance to those organising functions in the Hall.

To ensure action is taken to minimise the probability of a fire starting and ensuring all fire safety measures for the protection of users, volunteers, hirers, and visitors are in place and maintained.

### 2. Legislation

This Policy is written in line with the requirements of:

- The Fire Safety Order 2005
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999

### 3. Management

Parkgate & Neston Community Hall are to maintain and provide a safe environment for all users, volunteers, hirers, and visitors.

Parkgate & Neston Community Hall to continually improve its fire safety performance.

All users, volunteers, hirers, and visitors are to participate in maintaining sufficient fire safety.

Parkgate & Neston Community Hall are to recognise legal requirements are the minimum standards to be maintained.

Parkgate & Neston Community Hall are to conduct a Fire Risk Assessment.

### 4. Responsibilities

General Health and Safety responsibilities can be found in the Parkgate & Neston United Reformed Church Health & Safety Policy.

#### Elders / Trustees

- Overall legal responsibility for the Fire Safety of Parkgate & Neston Community Hall.
- Ensure Fire Safety Policy is followed.
- Promote and encourage high standards of performance in the Fire Safety Policy

Parkgate & Neston Community Hall Building & Maintenance Committee will appoint one of its members to act as Fire Safety Coordinator, a deputy will also be appointed.

#### Building & Maintenance Committee

- Ensure everyday compliance with the requirements of the Fire Safety Order 2005.
- Ensure Fire Safety Policy is followed.
- Promote and encourage high standards of performance in the Fire Safety Policy • To ensure the Fire Safety Policy is regularly reviewed and updated.
- Ensure users, volunteers and hirers are provided with a copy of the Fire Safety Policy and understand its contents.
- Ensure Fire Safety training is completed.
- To arrange and practice a fire drill twice yearly.

- Drawing to the attention of the Elders / Trustees any matters they are unable to deal with. Correspondence regarding these matters to be marked urgent.
- Ensure all hirers are given a copy of the fire evacuation plan.

#### Fire Safety Coordinator / Deputy

- Ensure everyday compliance with the requirements of the Fire Safety Order 2005.
- Ensure Fire Safety Policy is followed.
- Promote and encourage high standards of performance in the Fire Safety Policy.
- To ensure the correct equipment is available Policy compliance.
- Drawing to the attention of the Building & Maintenance Committee any matters they are unable to deal with. Correspondence regarding these matters to be marked urgent.
- Providing and monitor an emergency plan of evacuation.
- Complete, maintain and review Fire Risk Assessment.
- Record Keeping.
- Manage the electrical installation for the building.
- Testing in accordance with regulations.
- Emergency lighting to be tested monthly.
- Monthly fire fighting equipment checks.
- Ensure firefighting equipment receives an annual maintenance check by a certified person.
- Six monthly fire door checks.
- Weekly fire alarm testing
- Annual fire detection and alarm maintenance

#### Elders / Trustees & Volunteers

- Elders / Trustees and Volunteers to be trained in the Fire Evacuation Policy.
- Elders / Trustees and Volunteers to be trained in using fire fighting equipment.
- Ensure fire safety roles designated are clearly identified.
- Ensure fire exits, corridors and escape routes are clear from obstruction.
- In the event of a fire ensure a rapid notification and controlled eviction.
- Responsible for their own acts and the effect these may have upon the safety of themselves and others.
- Report any discrepancies to the appointed fire safety officer.
- Individuals are legally required to co-operate and work safely.

## Visitors and Hirers

- Responsible for their own acts and the effect these may have upon the safety of themselves and others.
- To comply with Fire Safety Policy of Parkgate & Neston Community Hall.

## 5. Fire Equipment

Firefighting equipment will be provided in appropriate places within the Community Hall, according to the particular fire risk posed. All firefighting equipment will be visually checked at least on a monthly basis by the responsible person, and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded. Any extinguisher that has been discharged / damaged must be replaced immediately by the recognised contractor.

Fire Alarm locations:

Fire Alarm Panel      Reception adjacent to main entrance door

Manual Call Points      Reception adjacent to main entrance door  
                                    Adjacent to fire door in main hall  
                                    Adjacent to rear fire door

Sounders / Strobes      Reception area  
                                    Main hall  
                                    Corridor  
                                    Disabled Toilets

Smoke Alarms              Reception area 2 Nr.  
                                    Main hall 2 Nr.  
                                    Rooms 1 to 4  
                                    Utility room (adjacent to ladies toilet)

Heat Detector              Kitchen

## Fire Extinguisher locations

<u>Type of Extinguisher/equipment</u>	<u>Location</u>
Fire Blanket	Hall Kitchen
2Kg powder	Hall Kitchen
9 litre water	Hall main room
CO2 2Kg	Hall corridor
Foam 6 litre	Hall corridor

### **6. Means of Escape**

All fire doors will be checked monthly

A check will be carried out to ensure corridors / escape routes are clear of obstruction on every use of the hall and weekly.

### **7. Records**

All tests and checks will be recorded and any discrepancies found will be communicated to the Building and Maintenance Committee.

### **8. Electrical Equipment and Appliances**

The hall's electrical installation will be inspected and tested every 5 years by a recognised contractor. All portable electrical equipment to be tested bi-annually by a recognised contractor.

The results of all electrical inspections and tests shall be recorded.

Users and hirers are not permitted to bring their own electrical equipment onto the premises unless it has had a certified PAT test.

The hall's gas boiler will be serviced annually by a registered contractor and the results recorded.

## 9. Training and Instruction

All Elders / Trustees will receive appropriate training in use of fire fighting equipment, evacuation procedures.

All hirers of the hall will be given a copy of this policy and the associated appendices.

Smoking is not permitted anywhere within the hall.

## 10. Signage & Assembly Point

All fire exits shall be clearly identified and have appropriate illuminated fire exits signs.

Fire Evacuation Procedure shall be displayed throughout the building, see appropriate procedures.

The Assembly point is:

### **LOWER END OF THE HALL CAR PARK**



## **11. Fire Safety Procedure**

A copy of the Fire Evacuation Procedure shall be displayed throughout the building.

Evacuation drills will be carried out twice a year.

All users of the hall shall familiarise themselves with the layout of the building and the evacuation routes and location of the Assembly Point.

All regular hirer's of the community hall shall conduct their own fire evacuation drills for their event attendees.

**Appointed Health and Safety Officer: Paul Lyon**

**Appointed Fire Safety Officer: Paul Lyon**

**Deputy Fire Safety Officer: Brian Jones**

**Associated Policies: Parkgate & Neston United Reformed Church  
Health & Safety Policy**

Compiled: July 2024

Reviewed: Nov. 2024

Paul Lyon Fire Safety Officer

Date: 07-11-2024