Presteigne Memorial Hall Fire Safety Policy

**1 Fire Safety Co-ordinator**

Presteigne Memorial Hall will appoint one of its members to act as the Memorial Hall’s Fire Safety Co-ordinator. This person will co-ordinate a Rota for Presteigne Memorial Hall for regular Fire safety checks (detailed on items below) which they will sign off the results in the Fire safety Log Book. The Co-ordinator will monitor that all inspections have been carried out.

The current Fire Safety Co-ordinators are: David Knight, Russell Fletcher and Eva Venny

**2 Fire Safety Log Books**

All relevant Fire Safety log books detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc, will be maintained by the Presteigne Memorial Hall.

**3 Fire Alarm System**

Fire alarm test carried out weekly following guidance notes provided by Fire Alarm panel and results recorded in log book. Fire Alarm system to be maintained six-monthly and yearly by recognised contractor.

**4 Smoke Detectors**

Smoke detectors tested monthly following guidance notes provided by Fire Alarm panel and results recorded in log book. Date of detectors check for expiry dates

**5 Fire Fighting Equipment**

Firefighting equipment will provide in appropriate places within the Memorial Hall, according to the particular fire risk posed (e.g. Fire Blanket within the kitchen). All firefighting equipment will be visually checked at least on a monthly basis by the Presteigne Memorial Hall 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.

**6 Emergency Lighting**

All emergency lighting will be visually checked at least on a monthly basis by the Presteigne Memorial Hall, and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

**7 Escape Routes and Exits**

All Memorial Hall escape routes and exits are clearly signed, and will be kept free from obstruction at all times, to ensure safe evacuation from the building.

**8 Electrical Systems and Appliances**

The Memorial Hall’s electrical wiring installation will be inspected every 5 years by a recognised contractor, and the results recorded.

All portable electrical appliances provided by Presteigne Memorial Hall will be tested bi-annually by a recognised contractor, and the results recorded.

The Memorial Hall’s Water Heaters will be serviced annually by a recognised contractor, and the results recorded.

**9 Signage and Assembly Point**

Details of escape routes; evacuation procedures and assembly points should be recorded on the ‘Fire Action Notice’ displayed adjacent to call point positions. All fire exit signage MUST include a pictogram, i.e. the running man.

The Fire Safety Co-ordinator should designate a safe assembly point to be used in the event of an evacuation. All Hall users’ & visitors are made aware of its location which should clearly be indicated on the Fire Action Notice

**10 Fire Safety Inspections**

* The Presteigne Memorial Hall will be responsible for conducting regular visual inspections of the Memorial Hall and all its fire safety equipment.
* All firefighting equipment is present and serviceable Be in a floor stand or wall mounted and no used as a door stop.
* All fire routes and exits are free from obstruction.
* All fire doors a kept shut when not in use and not propped open, vision panels must never be obstructed
* All emergency lighting and smoke detectors are working;
* Any flammable liquids are correctly stored; and
* There is no accumulation of rubbish within or near the building to create a fire hazard.

The results of these fire safety inspections should be recorded.

**11 Fire Risk Assessments**

The Presteigne Memorial Hall Fire Risk Assessment will be undertaken on at least an annual basis by the Fire Risk Co-ordinator, and the results recorded.

The Fire Risk Assessment will be a Standing Agenda Item at all Presteigne Memorial Hall Meetings, to ensure that additional Fire Risk Assessment reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities of hirers.

**12 Fire and Emergency Evacuation**

All users of the Memorial Hall will be required to familiarise themselves with the ‘FIRE Safety Guidance and Emergency Plan’ for Hirers.

Presteigne Memorial Hall will recommend that all regular Hirers of the Hall should conduct formal fire evacuation drills for their event attendees.

13. Bar

Fire Safety policy covering the bar and contents is the responsibility of the licensee. They must produce a fire safety policy covering their activities and extending to all areas of their operation, ie kitchen if being used by bar staff.