

Jubilee Hall Newton on the Moor

Charity Registration No: 1193440



Fire Safety Policy

Version Control:

Version	Date	Revision Author	Version Comments	Approval date	Review date
1.0	November 2025	Alison Cowen	New draft		November 2025

1. What this policy covers

This policy details the actions to be undertaken to ensure adequate and compliant fire safety measures are in place in the Newton on the Moor Jubilee Hall (NotMJH) to ensure the safety of all Hall users. All references to the Jubilee Hall are deemed to include the whole of the building.

2. Fire Safety Officer

The Trustees of the NotMJH have appointed Greg Anderson as the Fire Safety Officer. They will bring together and ensure all fire safety issues relating to the Hall are kept up to date and are regularly reviewed.

They will coordinate all necessary fire safety checks and inspections and will ensure that all results are kept and are regularly updated on the site Fire Safety Record.

The Fire Safety Officer will monitor and ensure that fire safety equipment inspections and maintenance have been carried out at the appropriate times by the appointed service/maintenance contractors.

3. Fire Safety Records

All fire safety equipment maintenance and testing results are recorded in suitable records and kept by the Secretary.

4. Fire Alarm / Smoke Alarm

Optical smoke and CO alarms are installed in appropriate areas.

Due to the size and layout of the premises, should a fire be detected, shouting a warning and instructions would be sufficient to alert everyone in the building. This is detailed in the terms and conditions issued to all users.

5. Fire Fighting Equipment

Suitable types and numbers of fire extinguishers will be provided in suitable locations in the NotMJH. These are located as follows:

Entrance Hall – 1 x CO₂ and 1 x water extinguishers

Main Hall – 1 x CO₂, 1 x powder and 1 x water extinguishers

Reading Room – 1 x water extinguisher

Kitchen – 1 x water, 1 x powder and 1 x fire blanket

They are according to the type of fire risk posed in the area. All the portable firefighting equipment will be visually inspected monthly. All the fire extinguishers will be maintained and serviced annually by an approved and certified BAFE contractor. Any extinguisher that is found to be faulty or discharged will be repaired or replaced by the approved contractor.

6. Emergency Lighting

Emergency lighting is installed throughout the NotMJH. All emergency lighting will be given a 'user' visual inspection monthly. The system will be maintained and serviced on an annual basis by a certified/appointed contractor. All test results will be recorded, and an annual inspection/service certificate will be issued.

7. Escape Routes and Exits

All designated means of escape routes and emergency exit doors are clearly indicated by suitably complaint signage. All escape routes will always be kept free from obstructions and any potential trip hazards.

8. Electrical System and electrical appliances

The NotMJH mains fixed wiring electrical installation will be subject to an EICR BS 7671 electrical installation condition inspection every 5 years. AN EICR certificate will be issued by the electrical contractor. All portable electrical equipment will be PAT tested on an annual basis.

9. Mains Gas Equipment

The mains gas heating and hot water boilers will be serviced and maintained by Gas Safe registered engineers on an annual basis. Suitable CP12 Gas Safety Certificates will be issued to the Hall by the appointed gas service engineers/contractors.

10. Signage & Designated Assembly Point

Escape route indication; emergency evacuation procedures and location of the assembly point are all indicated in the NotMJH. The assembly point is indicated on the Fire Action Notices in the entrance hall. All fire exit and escape route indication signage is currently compliant with a running person pictogram and directional arrow indication. A safe assembly point has been designated and identified by the Hall Fire Safety Officer. This must be used in the event of an evacuation. All NotMJH users & visitors are made aware of the Assembly Point. which is indicated on the Fire Action Notices

10. Fire Safety Inspections

The NotMJH designated Fire Officer will be responsible for carrying out regular visual fire safety inspections within the Hall and of the fire safety equipment. These will include:

- Ensuring that all portable firefighting equipment is present, serviceable, charged, and undamaged. All extinguishers (except the one in the Reading Room) are suitably wall mounted as per BS 5306.
- Ensuring that the escape routes and exits are always free from any obstructions or potential trip hazards.
- Ensuring that all internal doors are kept closed particularly when the building is not in use and that they are not held open.
- Check that all emergency lighting is showing charging LEDs and is 'user' tested monthly.
- Any flammable and/or hazardous liquids or substances are suitably stored.
- Ensuring that there is no accumulation of waste or rubbish within or adjacent to the outside of the building.
- Ensuring that all Trustees and User Groups are made aware of the hall fire procedures.
- Ensuring that all the Trustees have had suitable input relating to the fire procedures and the uses, limitations and locations of all the fire extinguishers.

11. Fire Risk Assessment

The Fire Safety Officer for the NotMJH will ensure that a 'suitable and sufficient' fire risk assessment is conducted on an annual basis or if any material changes take place which may affect the means of escape within the building.

All the fire risk assessment findings will be suitably recorded.

12. Emergency Evacuation

All Trustees and users of the NotMJH will be required to ensure that they are fully familiar with the hall Fire Procedures and all Escape Routes. They should also make themselves familiar with the Fire Safety Policy Document which will be displayed on the Main Hall Notice board.