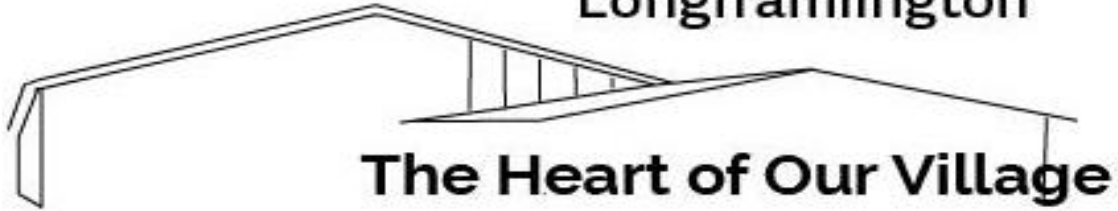


# **The Memorial Hall**

Longframlington



**The Heart of Our Village**

# **Fire Safety Policy**

<b>Version</b>	2.1
<b>Publication Date</b>	06/01/2026
<b>Document Author</b>	S. Hadden
<b>Approved by</b>	Trustee Committee
<b>Review Date</b>	27/03/2028

<b>Version control history</b>				
<b>Version</b>	<b>Date</b>	<b>Type of change</b>	<b>Summary of changes</b>	<b>Author</b>
1.0	Jan. 2022	Initial Version	None	J. Kartupelis
2.0	19/01/ 2024	Layout	Layout improved and General Statement reviewed.	S. Hadden
2.1	06/01/2026	Layout	Version control added and header changed.	S. Hadden

## **1 General Statement of Policy**

This document is the Fire Safety Policy of Longframlington Memorial Hall, represented by its Managing Trustees (**Trustees**).

The Trustees are responsible for the implementation of this Fire Safety Policy

The Trustees will implement the following to ensure the fire safety of all users of the Village Hall and the Building:

The Memorial Hall Management Trustees

Date: 19<sup>th</sup> January 2024

## **2 Steps to be implemented**

### **2.1 FIRE SAFETY COORDINATOR**

The Trustees have appointed Jane Kartupelis to act as the Hall's Fire Safety Coordinator. She will ensure regular Fire safety checks are completed (detailed on items below) and noted in the Fire Safety File.

### **2.2 FIRE SAFETY LOGBOOKS**

The Fire Safety File detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc., will be maintained by the Trustees.

### **2.3 FIRE ALARM SYSTEM**

Fire alarm tests will be carried out weekly and results recorded on the fire log sheet in the Fire Safety File.

Fire Alarm system maintained yearly by a recognised contractor.

### **2.4 SMOKE DETECTORS**

Smoke detectors will be tested annually, and expiry dates checked. Results will be recorded on the fire log sheet in the Fire Safety File.

### **2.5 FIRE FIGHTING EQUIPMENT**

Firefighting equipment is provided in appropriate places within the Hall, according to the fire risk posed (e.g. Fire Blanket within the kitchen). All firefighting equipment will be visually checked on a monthly basis by the Fire Safety Coordinator 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 will be replaced immediately by the recognised contractor.

## **2.6 EMERGENCY LIGHTING**

All emergency lighting will be visually checked monthly by the Fire Safety Coordinator and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

## **2.7 ESCAPE ROUTES AND EXITS**

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

## **2.8 ELECTRICAL SYSTEM 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 Longframlington Memorial Hall will be tested annually by a recognised contractor, and the results recorded.

## **2.9 SIGNAGE & ASSEMBLY POINT**

Details of escape routes; evacuation procedures and assembly points are recorded on the "Fire Action Notice" displayed adjacent to call point positions. All fire exit signage includes a pictogram, i.e. the "running man".

The Fire Safety Coordinator has designated 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

## **2.10 FIRE SAFETY INSPECTIONS**

The Trustees will be responsible for conducting regular visual inspections of the Memorial Hall and all its fire safety equipment. The checks will help ensure that:

- All firefighting equipment is present and serviceable whether in a floor stand or wall mounted and not used as a "door stop".
- All fire routes and exits are free from obstruction.
- All fire doors are to be 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.
- 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.

**2.11 FIRE RISK ASSESSMENTS**

The Trustees' Fire Risk Assessment will be undertaken on at least an annual basis by the Fire Risk Coordinator, and the results will be recorded.

The Fire Risk Assessment will be a Standing Agenda Item at all Trustee Meetings. This will ensure that additional Fire Risk Assessment reviews are 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.

**2.12 FIRE AND EMERGENCY EVACUATION**

All users of the Hall are required to familiarise themselves with the 'FIRE Safety Guidance and Emergency Plan' for Hirers, which is ALSO displayed on the Hall's Notice Board within the Hall lobby and referred to in hire agreements.

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