



# YARPOLE PARISH HALL

# FIRE SAFETY POLICY

March 2026

# **Yarpole Parish Hall Fire Safety Policy**

Yarpole Parish Hall is a registered charity with trustees responsible for its management. The Yarpole Parish Hall Management Committee is responsible for the day to day management of the hall. (YPHMC)

## **Aims of this Policy**

This Fire Safety Policy sets out the YPHMC's approach to preventing fires and protecting people from fire-related dangers. It communicates responsibilities, procedures, and arrangements for managing fire safety across your premises.

YPHMC is responsible for the implementation of this Fire Safety Policy.

The policy sets out the mechanisms provided by YPHMC in its approach to Fire Prevention.

### **1. Fire Safety Coordinator**

YPHMC will appoint one / two of its members to act as the Parish Hall's Fire Safety Coordinator, working alongside the Chairperson.

### **2. Fire Safety Logbooks**

All relevant Fire Safety logbooks detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc will be maintained by the Fire Safety Coordinator.

### **3. Fire Alarm System**

An upgraded fire alarm system was installed in January 2023, and is an automatic system, including multi-sensory warnings in all of the toilets and conforming to the appropriate standards for such premises (BS 5839:2017 category M/L2). A certificate of compliance has been given.

Fire alarm tests are carried out weekly by committee members, following guidance notes provided by the Fire Alarm contractor and results recorded on the log sheets. The Fire Alarm system is maintained annually by a recognised contractor and is also tested six monthly by them.

### **4. Fire Fighting Equipment**

Firefighting equipment is provided in appropriate places within the Parish Hall, according to the particular fire risk posed (e.g. Fire Blanket within the kitchen). All firefighting equipment is visually checked weekly by the person carrying out the regular checks and is serviced and maintained on an annual basis by a recognised contractor, and the results recorded. Any extinguisher that has been discharged / damaged is replaced immediately by the recognised contractor.

### **6 Emergency Lighting**

All emergency lighting is visually checked by the person carrying out the weekly tests and is serviced and maintained on a six monthly basis by a recognised contractor, and the results recorded.

## **7. Escape Routes & Exits**

All Parish Hall escape routes and exits are clearly signed, and are kept free from obstruction at all times, to ensure safe evacuation from the building. A plan showing escape routes and exits is on display in the hall.

## **8. Fire Separation**

Fire doors have been installed to the boiler room and kitchen as recommended in the Fire Risk Assessment (January 2023), providing a minimum of 30 minutes fire resistance.

## **9. Electrical System & Appliances**

The Parish Hall's electrical wiring installation is inspected every five years by a recognised contractor, and the results recorded.

All portable electrical appliances provided by the YPHMC are PAT tested annually by a recognised contractor, and the results recorded.

The Parish Hall's boiler is serviced annually by a recognised contractor, and the results recorded.

## **10. 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 in the entrance lobby and in the main hall. All fire exit signage includes a pictogram, i.e. the "running man".

A safe assembly point is designated at the far end of the car park and is to be used in the event of an evacuation. All Hall users' & visitors are made aware of its location which is clearly indicated on the Fire Action Notice

## **11. Fire Safety Inspections**

The YPHMC is responsible for conducting regular visual inspections of the Parish Hall and all its fire safety equipment. These inspections should ensure as a minimum:

- All firefighting equipment is present and serviceable and is either 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 kept shut when not in use and not propped open
- the fire alarm system including smoke detectors and emergency lighting 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 are recorded.

## **12. Fire Risk Assessment**

A Yarpole Parish Hall Fire Risk Assessment is undertaken and updated on at least an annual basis by the Fire Risk Co-ordinator, and the Chair, and the results recorded. The Fire Risk Assessment will be a Standing Agenda Item at all YPHMC 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.

A detailed independent fire risk assessment was carried out by Keith Newman (Fire Risk Assessments & Staff Fire Training) on 19<sup>th</sup> January 2023. All recommendations have been carried out within the three month recommended period and this assessment will form the basis of an annual review.

## **13. Conditions of Hire**

The conditions of hire of the Parish Hall state that fire and other exits must not be obstructed. The conditions of hire are available in the Parish Hall and are given out with the booking form.

For general hire, theatrical and entertainment events health and safety procedures apply and an appointed person is responsible for fire safety and emergency evacuation.

## **14. Fire and Emergency Evacuation**

All users of the Parish Hall are required to familiarise themselves with the 'FIRE Safety Guidance and Emergency Plan' for Hirers, (attached as Appendix 1 at the end of this Policy statement) which is ALSO displayed on the Hall's Notice Board within the Hall entrance lobby.

Copies of this policy, fire safety guidance and emergency plan is sent out with the terms and conditions to any hirers, who are required to accept and adhere to it all.

YPHMC recommend that all regular Hirer's of the Hall should conduct formal fire evacuation drills for their event attendees.

## **15. No Smoking**

YPHMC ensures that No smoking signs are provided in the premises to comply the Smoke Free (Premises and Enforcement) Regulations 2006 where smoking is not permitted in enclosed public spaces. Although the regulations are designed to protect persons from the harmful health effects of smoking there is a clear fire safety risk also.

This policy will be reviewed by the YPHMC annually.

Next review date – March 2027

# Appendix 1

## YARPOLE PARISH HALL

### FIRE Safety Guidance and Emergency Plan for Hirers

#### Safety Guidance

YOU, THE HIRER is the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Yarpole Parish Hall during your hire of the Parish Hall.

At all times when the Yarpole Parish Hall is in use, the 'RESPONSIBLE PERSON' must be in charge, and ready to take control of any incident.

Please read and become familiar with these instructions.

**Your priority should always be to Save Lives and not the building!**

#### BEFORE YOUR EVENT STARTS:

- Check that the Parish Hall 'Fire Exit' lights are working;
- Check that all Parish Hall 'Fire Exit' routes are not blocked, e.g. by tables, chairs or boxes;
- Check that you know where the Parish Hall's Fire Extinguishers are stored, and the different uses of the water and powder fire extinguishers;
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Parish Hall, look safe to use;
- Inform all of your Attendees of the Parish Hall's 'Fire Exit' routes, and the 'Assembly Point' outside at the far end of the car park near the road.

#### DURING YOUR EVENT:

- Count number of attendees at your event
- Ensure that the Parish Hall's 'Fire Exit' routes do not become obstructed;
- Brief any people who may require assistance and/or their assistants regarding their best evacuation route from the Parish Hall, in the event of a fire or an emergency;
- Ensure that no vehicle obstructs the Parish Halls' main entrance ramp, so that wheelchair users and those with prams/buggies will be able to leave the Parish Hall safely;
- Ensure that emergency services vehicles have a clear access route to the Parish Hall from the road;
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire (e.g. smoking, use of candles or other naked flames);
- Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

## Emergency Plan

In the Event of a Fire or some other emergency: Responsible Person to **Take Command!**

- Give loud and clear instructions;
- Tell everybody to:
  1. In an orderly manner, to immediately evacuate the building using the nearest available exit and give assistance to Hall users with visual or hearing difficulties & wheelchair users as necessary ; and
  2. gather at the ‘Assembly Point’, at the far end of the car park, and to wait for you;
- Start the Parish Hall Fire Alarm if not already activated, by using one of the ‘ call points’ located at any of the exit routes;
- Do not attempt to tackle a fire unless trained and confident to do so.

Call **THE FIRE BRIGADE - DIAL 999** and give this address:

**Yarpole Parish Hall,**

**Cock Gate**

**Green Lane, Yarpole**

**Leominster**

**,HR6 0BL**

- Check every Parish Hall room that it is safe to enter, to ensure that everyone has left the Hall;
- Once outside, at the ‘Assembly Point’, check that everyone is accounted for;
- Check that the road and the area around the Parish Hall is clear for the emergency services vehicles;
- Do not allow anyone to enter / return into the building until a fire officer tells you it is safe to enter;
- Ensure a key holder remains available to give the Fire Brigade access if necessary
- Contact a member of the Yarpole Parish Hall Management Committee on one of the telephone numbers shown below:

Chair	Amanda Hordern	10568 701996 07470 246405
Treasurer	Jeremy Gray	01568 780279
Secretary	Janet Owen	01568 780942
Booking Secretary	Dave Bradford	01568 250211