

Document Control

Adopted date: March 2026

Next review date: March 2027

FIRE SAFETY POLICY

Caistor St Edmund and Bixley Parish Council

Village Hall: Arminghall Village Hall, Arminghall Lane, Norwich, NR14 8SF

1. Policy Statement

Caistor St Edmund and Bixley Parish Council recognises its duty to ensure, so far as is reasonably practicable, the safety of all persons using the Village Hall from the risk of fire.

The Council will comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and associated fire safety legislation.

The Council is committed to:

- Preventing fire
- Protecting life
- Minimising damage to property
- Maintaining appropriate fire insurance cover

2. Scope

This policy applies to:

- The Village Hall building and grounds
- Council employee(s) and councillors
- Hirers, contractors, volunteers, and members of the public
- All activities taking place within the premises

3. Responsible Person

Under fire safety legislation, the Responsible Person is: Caistor St Edmund and Bixley Parish Council as corporate body, delegated to Village Hall Committee

The Responsible Person shall ensure that:

- A suitable and sufficient Fire Risk Assessment (FRA) is in place
- Fire safety measures are implemented and maintained
- Emergency procedures are established
- Fire safety equipment is serviced
- Insurance cover reflects reinstatement value

4. Fire Risk Assessment (FRA)

The Council will:

- Carry out and maintain a written Fire Risk Assessment

Fire Safety Policy

- Review it:
 - Annually
 - After significant alterations
 - After any fire incident
- Record significant findings and actions taken

Where necessary, a competent external assessor will be appointed.

5. Fire Prevention Measures

The Council will ensure:

Electrical Safety

- Fixed wiring tested in accordance with current regulations (EICR)
- Portable Appliance Testing (PAT) where required
- Defective equipment removed from use

Heating

- Regular servicing of boilers and heating systems
- Safe storage of flammable materials

Housekeeping

- Escape routes kept clear
- Waste removed regularly
- No storage in protected stairways or exits

6. Fire Detection & Warning Systems

The Village Hall shall be equipped with:

- Appropriate smoke/heat detectors
- Audible alarm system
- Emergency lighting
- Clearly marked fire exits

Testing will be carried out:

- Weekly (alarm test – where applicable)
- Monthly (emergency lighting flick test)
- Annually (full system service by competent contractor, to include inspection and testing of smoke detectors)

Records will be kept in a Fire Log Book.

7. Fire Fighting Equipment

The Council will provide suitable fire extinguishers and ensure:

- Correct type for risk areas (water, CO₂, foam, etc.)

Fire Safety Policy

- Fire extinguishers will be subject to regular visual checks by the Parish Council to ensure they are in their correct location, fully charged, and free from damage or obstruction
- Clear signage and accessibility

Extinguishers are provided for small fires only and must not place users at risk.

8. Emergency Evacuation Procedure

An evacuation procedure will be displayed prominently and shall include:

- Immediate activation of alarm on discovering fire
- Calling 999 and requesting Fire & Rescue Service
- Evacuation via nearest safe exit
- Assembly point location: Green grassed area opposite village hall beside the junction of Church Close/Arminghall Lane
- No re-entry until declared safe

Hirers are responsible for ensuring attendees are aware of exit routes.

9. Hirer Responsibilities

All hirers must:

- Read and comply with the Fire Safety Instructions
- Keep exits unobstructed
- Not exceed the hall's maximum occupancy: 60
- Ensure electrical equipment brought on site is safe
- Report hazards or incidents to the Parish Council

A Fire Safety Information Sheet will form part of the Hire Agreement.

10. Insurance

The Council shall maintain adequate insurance including:

- Buildings cover based on reinstatement value
- Contents cover
- Public liability cover

The sum insured will be reviewed annually to avoid underinsurance.

11. Training & Information

The Council will ensure:

- Clerk/Key holders understand evacuation procedures
- Volunteers are briefed where necessary
- Fire safety information is displayed clearly within the hall

12. Monitoring & Review

This policy will be:

- Reviewed annually
- Updated following legislative changes
- Amended following significant building works

Policy formally adopted at Parish Council meeting on 11th March 2026.