



The Watmough Memorial Hall

Charity number: 521979

Also known as: **Saxilby Village Hall** (Working Name)

Fire Safety Policy

Document Review History

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None

Introduction

Saxilby Village Hall is a registered charity run and maintained by a Management Committee for the benefit of the residents of Saxilby and its surrounding area. The Management Committee is responsible for the day-to-day management of the Village Hall.

The Management Committee are responsible for the implementation of this Fire Safety Policy to ensure the fire safety of all users of the Village Hall and the building.

Within the Fire Safety Policy 'Users' is intended to imply: committee members, staff, volunteers, applicants who hire Saxilby Village Hall in order to conduct their own activity and the members of the public who attend that activity, those who use or visit the Village Hall, and the workmen, tradesmen and officials who have legitimate business to discharge at the premises of Saxilby Village Hall.

1. Fire Safety Co-ordinator

The Management Committee will appoint one of its members to act as the Fire Safety Co-ordinator. This person will co-ordinate a rota for regular fire safety inspections (detailed on items below) which they will sign off the results in the Fire Safety Logbook. The Co-ordinator will monitor that all the required inspections have been carried out and signed off.

2. Fire Safety Logbooks

The Management Committee will maintain all relevant Fire Safety logbooks which must detail Fire Risk Assessments, alarm tests, firefighting equipment checks etc.

3. Fire Alarm System – Servicing requirements listed in Fire Logbook provided by and checked by Lindum Fire Services

Fire Alarm tests must be carried out weekly, and results recorded in the Logbook. Minimum of six-monthly maintenance required under the Regulatory Reform Safety by a recognised contractor (currently Lindum Fire Services).

4. Smoke Detectors

Smoke detectors must be tested monthly, and results recorded in the Logbook. Date of detectors check for expiry dates.

5. Electrical System and Appliances

The electrical wiring installation of Saxilby Village Hall will be inspected by a recognised contractor every five years, and the results recorded.

All portable electrical appliances provided by Saxilby Village Hall will be visually checked each month and get a formal Portable Appliance Testing (PAT) completed every 6 to 12 months.

Water Heaters/Boilers will be serviced annually by a recognised contractor, and the results recorded.

6. Lighting

All lighting/ emergency lighting will be visually checked every month, and emergency lighting will be serviced and maintained on a yearly basis by a recognised contractor, and the results recorded.

7. Fire Fighting Equipment

Firefighting equipment will be provided in appropriate places within the Village Hall according to the fire risk posed (e.g. Fire Blanket within the kitchen). All firefighting equipment will be visually checked each month and will be serviced and maintained on a yearly basis by a recognised contractor, and the results recorded. Any extinguisher that has been discharged or damaged must be replaced immediately by the recognised contractor.

8. Escape Routes and Exits

All escape routes and exits must be clearly signed and kept free from obstruction at all times to ensure safe evacuation from the building.

9. Signage and Assembly Point

Details of escape routes, evacuation procedures and assembly points must be recorded on the Fire Action Notice which will be clearly displayed within the building. All fire exit signage must include a pictogram, i.e. the 'running man'.

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

10. Fire Safety Inspections

The Management Committee will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment. This can be done via the rota that will be set up by the Fire Safety Co-ordinator.

- All firefighting equipment is present and serviceable. It must be in a floor stand or wall mounted and not used as a 'doorstop'.

- All fire routes and exits are free from obstruction.
- All fire doors are kept shut when not in use, they should never be propped open. Vision panels must never be obstructed.
- All emergency lighting and smoke detectors are working.
- Ensure any/all curtains have been treated and are “fire retardant” to meet regulations (treated by Fireproofing Ltd 31/01/25. Re-treatment after 5 years or if subject to wetting. Curtains can take up to 5 dry cleans before needing re-treatment).
- Any flammable liquids are correctly stored
- There is no accumulation of rubbish near or within the building to create a fire hazard.

The results of these fire safety inspections should be recorded.

11. Fire Risk Assessment

A Fire Risk Assessment will be undertaken on at least a yearly basis by the Fire Risk Co-ordinator, and the results recorded.

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 Saxilby Village Hall will be 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. It will also be displayed on the Hall’s Notice boards.

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Appendix 1

Fire Safety Guidance and Emergency Plan for Hirers

Safety Guidance

YOU, THE HIRER are the **'RESPONSIBLE PERSON'** in the event of a Fire or Emergency within Saxilby Village Hall during your hire of the Village Hall.

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

Please read and familiarise yourself with these instructions.

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

Before your event starts:

- Check that all Village Hall 'Fire Exit' routes are not blocked
- Check that you know where the Village Hall's Fire Extinguishers are, 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 Village Hall look safe to use
- Check that no decorations have been hung within the Village Hall that could potentially fall and obstruct a Fire Exit
- Inform all your Attendees of the Village Hall's 'Fire Exit' routes, and the 'Assembly Point' in the event of a fire or an emergency.

During your Event:

- Regularly count to confirm the number of attendees that are present at your event
- Ensure that the Village Hall's 'Fire Exit' routes do not become obstructed
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or an emergency
- Ensure that no vehicle obstructs the Village Halls' main exits routes, so that all users, including those with wheelchairs and prams/buggies may be able to leave the Village Hall safely
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the Street
- 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.

Fire Evacuation plan

Saxilby Village Hall

Plan date: 08/09/2026

Review date: September 2027

Take Command!

- In the event of a fire alarm failure, shout **FIRE, FIRE, Fire loudly**
- **Do not attempt to tackle the fire** unless trained and confident to do so

Call the **Fire Services by dialling 999** and give this address:

Saxilby Village Hall

34 High Street, Saxilby,

Lincoln. LN1 2HA

Location via What3words - venturing.fewer.shaver

- Take charge and lead in the evacuation of the building, aiding those who need additional help.
- Check every Village Hall room being used including toilets, if safe to do so, to ensure that everyone has left the Village Hall. Close all doors on the way out.
- Fire extinguishers should only be used to clear a safe passage to a Fire Exit if necessary
- Once outside, at the 'Assembly Point' in the village hall carpark, ensure everyone is accounted for.
- Check that the Street and the area around the Village Hall is clear for the emergency services vehicles.
- Liaise with the fire service upon their arrival.
- Ensure a key holder remains available to give the Fire Brigade access if necessary
- Do not return into the building until the Fire Brigade has given instructions to do so.
- Contact a member of the Saxilby Hall Management Committee on one of the telephone numbers shown below:

Chair	Sue Baker	07722 498602
Vice Chair	Carla Saunders	07971 253949
Secretary	Carla Saunders	07971 253949
Treasurer	Jackie Howells	07813 095765
Bookings Officer	Jackie Howells	07813 095765

Location of fire safety hazards or other fire related equipment:

- Gas supply shut off: rear of building outside in plastic storage box
- Mains fuse box: Kitchen behind the stage
- Mains water inlet:
- Location of fire alarm panel: Main Foyer

Hirer to sign to say they have read and understood:

Name:

Date:

Group/Event: