



# Fire Safety Policy and Fire Risk Assessment

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## 1. Policy statement.

Rempstone Village Hall Management Committee is committed to ensuring, so far as is reasonably practicable, the safety of all persons using the Village Hall from the risk of fire. This policy sets out the arrangements in place to comply with the Regulatory Reform (Fire Safety) Order 2005 and applies to all activities carried out within the premises.

This policy applies to trustees, committee members, contractors, cleaners, regular user groups, private hirers, and all members of the public attending events or activities at the Village Hall.

The key components of this policy include:

- A written Fire Risk Assessment (FRA), reviewed annually or following significant change
- Clear evacuation procedures and emergency arrangements
- Provision and maintenance of appropriate fire safety equipment
- Clear definition of roles and responsibilities
- Regular inspection, testing and record keeping

## 2. Legal framework.

This policy and the associated Fire Risk Assessment are prepared in accordance with the Regulatory Reform (Fire Safety) Order 2005. Under the Order, the Management Committee is responsible for ensuring that suitable fire safety arrangements are in place for the premises.

During periods of hire, the individual or organisation hiring the hall is regarded as the **Responsible Person** for the duration of their event and must comply with this policy and the Terms and Conditions of Hire.

## 3. Roles and responsibilities.

### 3.1 Management committee / trustees.

The Management Committee will:

- Ensure a suitable and sufficient Fire Risk Assessment is in place
- Provide and maintain adequate fire detection, warning and firefighting equipment
- Ensure emergency lighting and escape routes are maintained
- Keep inspection, testing and maintenance records
- Review this policy annually and following any significant changes

### 3.2 Responsible person (hirer / event Lead).

The Responsible Person during any hire period will:

- Take overall responsibility for fire safety during the event
- Ensure they are familiar with fire exits, assembly point and alarm procedures
- Brief attendees where appropriate, particularly for events involving children or vulnerable persons
- Ensure maximum occupancy limits are not exceeded
- Coordinate evacuation and roll call in the event of a fire

### 3.3 Contractors, cleaners and tradespeople.

- Must adhere to this policy and all relevant safety procedures

- Lone working arrangements must be followed where applicable
- Must not introduce additional fire risks to the premises

## 4. Fire safety arrangements.

### 4.1 Fire detection, warning and equipment.

- Fire extinguishers are provided in the lobby, main hall, kitchen and bar
- Fire extinguishers are inspected annually by a competent person
- Fire alarm and emergency lighting systems are installed and maintained
- All fire safety equipment and exit routes are clearly signed

### 4.2 Escape routes and fire doors.

- All emergency exits are clearly marked and must be kept unobstructed
- Exit doors open in the direction of escape
- Fire-resisting internal doors must be kept closed

### 4.3 Ignition sources and prohibited items.

- The premises operates as a strict no-smoking building
- Naked flames and candles are strictly controlled and may be prohibited
- Fireworks, gas appliances and flammable substances are not permitted

## 5. Fire risk assessment.

### 5.1 Description of the premises.

Rempstone Village Hall is a modern, brick-built community building located in the centre of Rempstone Village. The building complies with current building regulations in relation to fire safety and disabled access.

The premises comprise:

- Main hall with bar area
- Kitchen
- Entrance lobby
- Men's, women's and accessible toilets
- Office
- Storeroom and cleaning cupboard

There are two emergency exits:

- The main entrance leading to the green space (designated assembly area)
- A secondary fire exit with crash bar leading to the footpath at the side of the building, which also leads to the assembly point

All appliances, heating, hot water and air conditioning systems are electrically powered. There are no gas appliances on the premises. The main fuse box and mains switch are located in the lobby.

### 5.2 Principal uses of the hall.

The Village Hall is used for a wide range of activities including classes, meetings, parties, community events and private hire. A Premises Licence is in place. All hires are governed by the Terms and Conditions of Hire.

During each hire period, the hirer is the Responsible Person and must remain in control of the premises for the duration of the event.

### 5.3 People at risk.

The following persons may be at risk in the event of a fire:

- Contractors, tradespeople and cleaners (some of whom may work alone)
- Regular and occasional hall users
- Disabled persons requiring assistance during evacuation
- Children and young people attending events

Hirers are responsible for ensuring appropriate supervision and assistance is provided where required.

#### 5.4 Possible causes of fire.

Potential ignition sources include:

- Electrical faults
- Kitchen and catering equipment
- Portable electrical appliances
- Waste and soft furnishings
- Deliberate ignition

#### 5.5 Control measures.

Control measures implemented by the Management Committee include:

- Annual fire extinguisher inspections by a competent person
- Monthly checks of fire exits and emergency lighting
- A five-year Electrical Installation Condition Report (EICR)
- Annual PAT testing of portable appliances
- CCTV in operation
- Controlled access and key holder records

Based on the above, the overall **fire hazard and fire risk are assessed as LOW.**

## 6. Emergency procedures – in the event of a fire.

#### IF A FIRE IS DISCOVERED OR THE ALARM SOUNDS:

- Sound the fire alarm immediately
- Call **999 or 112** and request the Fire and Rescue Service
- Give the address: **Rempstone Village Hall, 37 Main Street, Rempstone, LE12 6RH**
- Leave the building immediately using the nearest safe exit
- Do not stop to collect personal belongings
- Close doors behind you if it is safe to do so
- Assemble at the designated assembly point

The **Responsible Person** must:

- Ensure a roll call is carried out where possible
- Prevent anyone from re-entering the building
- Report to the Officer in Charge on arrival of the Fire and Rescue Service

Firefighting equipment may only be used if it is safe to do so and without delaying evacuation.

All fire-related incidents, however minor, must be reported to the Management Committee.

## 7. Monitoring, inspection and review.

The following inspections and checks are carried out:

- Monthly checks of fire exits and emergency lighting
- Annual servicing of fire extinguishers
- Annual PAT testing of portable appliances
- Five-yearly Electrical Installation Condition Report

Records of all inspections, tests and maintenance are retained.

## 8. Review and change control.

## Review

This policy and the Fire Risk Assessment will be reviewed annually and discussed at Management Committee meetings and at the AGM.

Signed: *J.Schober*

## Review Log

Date	Reviewer	Actions

## Change Log

Date	Author	Change / Version