



Clenchwarton Memorial Hall Fire Safety Policy

Responsibilities for the Management Committee

The Management Committee (MC) is responsible for the daily running and upkeep of Clenchwarton Memorial Hall (CMH).

The MC is composed of elected members.

The MC will implement the following to ensure the fire safety of all users of Clenchwarton Hall and surroundings:

1. Fire Safety Co-ordinator

The MC 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 checks (detailed in items below) which they will sign off in the Fire safety Log Book. The Co-ordinator will monitor that all inspections have been carried out.

2. Fire Safety Log Books

All relevant fire safety log books detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc, will be maintained by the MC.

3. Fire Alarm System

Fire alarm tests will be carried out weekly following guidance notes provided by the Fire Alarm panel and results recorded in the log book. The Fire Alarm system will be maintained yearly by a recognised contractor.

4. Smoke Detectors

Smoke detectors will be tested monthly following guidance notes provided by the Fire Alarm panel and results recorded in a log book. Expiry date of detectors will be checked and recorded.

5. Fire Fighting Equipment

Firefighting equipment will be provided in appropriate places within the Memorial Hall. All firefighting equipment will be visually checked at least on a monthly basis 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.

6. Emergency Lighting

All emergency lighting will be visually checked at least on a monthly basis and will be serviced and maintained on an annual basis by a recognised contractor and the results recorded.

7. Escape Routes & Exits

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

8. Signage & Assembly Point

Details of escape routes, evacuation procedures and assembly points will be recorded on the Fire Action Notice displayed adjacent to call point positions. All fire exit signage will 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 Hall hirers & visitors will be made aware of its location which will be clearly indicated on the Fire Action Notice.

9. Fire Safety Inspections

CMH's electrical wiring installation will be inspected every 5 years by a recognised contractor and the results recorded.

All portable electrical appliances will be tested annually by a recognised contractor and the results recorded.

The MC will be responsible for conducting regular visual inspections of the Village Hall and all its fire safety equipment ensuring:

- All firefighting equipment is present and undamaged.
- Is placed on the floor or wall mounted and not used as a 'door stop'.
- Fire routes and exits are free from obstruction.

- All fire doors are kept shut when not in use and not propped open.
- All emergency lighting and smoke detectors are working.
- Flammable liquids are correctly stored
- No accumulation of rubbish within or near the building.

The results of these fire safety inspections will be recorded.

10. Fire Risk Assessments

The Fire Risk Assessment will be undertaken on an annual basis by the Fire Risk Co-ordinator and the results recorded.

The Fire Risk Assessment will be a Standing Agenda Item at all CMH 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.

11. Fire & Emergency Evacuation

All users of CMH 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); also displayed on the Hall's Notice Board within the Hall lobby.

Appendix 1

- Fire Safety Guidance and Emergency Plan for Hirers
- Safety Guidance
- The Hirer is considered to be the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency during the hire period.

Please read and become familiar with these instructions.

Before Your Event Starts

- Check the Hall Fire Exit lights are working;
- Ensure Fire Exit routes are not blocked by tables, chairs, boxes etc.
- Ensure you know where the fire extinguishers are positioned.
- Familiarise yourself with which type of extinguisher to use for what type of fire.
- Check that all electrical equipment and extension leads to be used are safe.
- Check that no balloons or other decorations could fall down and obstruct a Fire Exit.

- Inform all of your Attendees of the Hall's Fire Exit routes and the Assembly Point, which is on the opposite side of the road, in the event of a fire or an emergency.
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During The Event

- Count number of attendees that are present at your event
- Ensure that the Hall's 'Fire Exit' routes do not become obstructed
- Ensure that no vehicle obstructs the main entrance ramp
- Ensure enough space is left for people to exit from the emergency exit door leading to the car park.
- Ensure that emergency services vehicles have a clear access route into the hall.
- Ensure that 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.

Emergency Plan

In the Event of a Fire or some other emergency give loud and clear instructions to:

- Tell everybody to evacuate the building using the nearest available exit and give assistance to Hall users with visual or hearing impairments, wheelchair users or otherwise impaired persons as necessary and gather at the 'Assembly Point'
- Activate the Fire Alarm by using the 'break glass point' located at the entrance door to the hall and by the 3 fire exit doors in the Main hall.
- **Do not attempt to tackle a fire unless trained and confident to do so.**
- **Call THE FIRE BRIGADE - DIAL 999 and give this address:**
CLENCHWARTON MEMORIAL HALL
2 Blackhorse Road, Clenchwarton, Kings Lynn, PE34 4AB
WHAT THREE WORDS: TEAMS-AGREE-HONEY
- If safe to do so check all rooms i.e. toilets and kitchen to ensure that everyone has left the hall.
- Use fire extinguishers only if confident and safe to do so.
- Once outside at the Assembly Point, check that everyone is accounted for.
- Check that the area around the hall is clear for the emergency services vehicles
- Do not allow anyone to re enter the Memorial Hall until a fire officer tells you it is safe to do so

- Contact a member of the Management Committee on
01553 762898

Clenchwarton Management Committee

Adopted: July 2026

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