



**Northborough Community Association**  
Northborough & Deeping Gate Village Hall,  
Cromwell Close, Northborough, PE6 9DP  
Charity Number: 302652

# Fire Safety Policy

## Introduction

This document is the Health and Safety Policy of Northborough Community Association (NCA), and applies to Northborough and Deeping Gate Village Hall (N&DGVH).

NCA is committed to a policy that complies with the Regulatory Reform (Fire Safety) Order 2005, carries out a regular Fire Risk Assessment and has put in place fire precautions when identified as necessary/practical to do so.

## Purpose

The purpose of this policy is to set out the NCA commitment to and procedures for reducing the risk of fire and preventing fire. NCA will, as the body in control of the premises, be responsible for carrying out a regular Fire Risk Assessment and take the necessary measures to mitigate or remove the risk identified.

## Responsibilities of NCA Management Committee

- Ensure that an annual review of the Fire Risk Assessment has been carried out, with a full reassessment every four years, and that any issues are reviewed and addressed at each committee meeting.
- Ensure that the hall and necessary fire protection equipment is maintained in an efficient state and in good working order and repair by a competent person and in accordance with any manufacturer instructions.
- Provide appropriate instruction in the use of equipment.
- Ensure that steps are taken to reduce or eliminate any risks identified.
- Periodically review the fire detection system and ensure that any proposals for improving fire precautions are implemented.
- Ensure that hirers are aware of the fire exits and evacuation assembly point
- To ensure that users of the premises are aware of the presence of any hazardous/dangerous substances and informed not to store hazardous or dangerous products in the hall.
- To agree a system for contacting the emergency services and evacuating the building if necessary.
- To co-operate with each other to keep the hall safe from fire and its effects and do not do anything that places themselves, other people or the hall at risk

## Fire Risk Assessment

In line with Government's fire guidance "a Fire Risk Assessment is an organised and methodical look at our premises, the activities carried out here and the likelihood that a fire could start and cause harm to those in and around the premises" The NCA Fire Risk Assessment examines the area of risk, identifies the fire hazard and people at risk, implements steps to mitigate the risks identified, records action taken in the minutes and reviews annually.

## Responsibilities of a designated person/s

- Ensure regular portable appliance tests (PAT) and inspections are carried out on all electrical systems.
- Ensure that any gas appliances and boiler are serviced annually.

- Check that the fire alarm system is operational as per NCA agreed procedures.
- Check that the emergency lighting is operational as per NCA agreed procedures.
- Ensure that all signage regarding emergency exits, fire doors, no smoking etc are current, clearly marked and, where relevant, illuminated
- Check that the firefighting equipment is in its designated space and undamaged.
- Ensure that fire doors are not obscured or obstructed by hanging curtains or other materials.
- Check that emergency exit push-bar devices are operating correctly.
- Check that self-closing door mechanisms are functioning and closing the doors properly.
- Ensure damaged furniture where foam may be exposed is repaired or replaced.
- Ensure all storage spaces are kept tidy.
- Ensure the correct storage of cleaning fluids and any other flammable materials.
- Allow Christmas or party decorations only in specified locations which have been identified as low risk.

## Procedures for testing of fire alarm and emergency lighting

Procedures for the testing of fire alarm and emergency lighting to include:

- Date of test
- Item tested
- Result of test
- Action taken if any
- Person completing the test

## Fire safety training

NCA will provide fire safety training where necessary for nominated key staff and trustees. Training in the use of fire extinguishers can be provided but the over-riding responsibility is to sound the alarm and initiate the evacuation of the building. Staff who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely; however, they must not do this where they would put themselves or others at risk of harm from the fire or its effects.

Visitors are actively discouraged from fighting fire unless they have received specific training. Any such firefighting is carried out at their own risk. Sufficient firefighting equipment will be provided in the premises for the purpose of immediate first aid firefighting. The level of equipment provided will be decided by the Fire Risk Assessment or other competent person.

## Checklists for hirers (included in the Conditions Of Hire)

### Fire Safety Notice

There is no telephone at the hall, so a mobile phone must be available in case a call to the fire brigade is required.

In advance of, and throughout, any activity whether regulated entertainment or not you must check the following items:

- a) You understand the importance of fire doors and of closing all fire doors at the time of a fire.
- b) You are aware of the location of the fire equipment and escape routes.
- c) You understand the method of operation of escape door fastenings.
- d) All fire exits are unlocked and panic bolts are in good working order.
- e) All escape routes are free of obstruction and can be safely used for instant free public exit.
- f) Fire doors remain closed and are not wedged or propped open .

- g) Exit signs are illuminated.
- h) There are no fire-hazards on the premises.
- i) You know the location of the first aid box.
- j) You are aware of who is attending the function in case of an evacuation.
- k) One person is appointed to take responsibility to dial 999 for the emergency services in the event of a fire.
- l) Members of your group are designated to ensure the building is vacated, in an orderly manner, without taking personal risk and that all people at the function are accounted for.

In the case of a fire:

- a) Call the Fire Brigade immediately.
- b) Evacuate the hall:
  - a. Ensure that everyone leaves the building by the nearest available exit. UNDER NO CIRCUMSTANCES SHOULD ANYONE stop to collect personal belongings.
  - b. Fire exit doors are located at the back of the hall, side of the hall and annex as well as the main entrance door.
  - c. Under NO circumstances should anyone re-enter the building until instructed by a responsible person that it is safe to do so.
- c) If it is safe to do so, all electrical appliances should be switched off and doors and windows closed.
- d) If possible, attack the fire with the appliances available but AT NO TIME should anyone take personal risks. There are fire extinguishers located in the KITCHEN, LOBBY and SIDE of the hall. A fire blanket is located in the kitchen.
- e) Contact Sharon Roberts (5, Rippons Drove, Northborough, Peterborough, PE6 9AG. Tel: 07523 861289).

## End Of Hire Checklist

All hirers are provided with an end of session checklist and reminder notices are placed by the exit doors. Reminders to include the following instructions related to fire safety:

- all rubbish is removed from the premises and taken home or emptied into the appropriate outside bins.
- all radiators are left switched ON, so the automated heating schedule heats the room for the next users.
- all cookers are turned off.
- all electrical appliances are turned off and unplugged.
- all lights are switched off.
- all internal doors are closed.
- all outside doors and windows are closed and secured.

## Version control

Date	Changes	Version
19 Nov 2025	Document written as part of a full review of NCA Policies & Procedures	1