

Fire Safety Policy

The Haslemere Parochial Church Council through the Link Operating Committee will implement the following to ensure the fire safety of all users of the Link Community Hub.

1. Fire Safety Logbooks

All relevant fire safety logbooks including Fire Risk Assessments, alarm tests and firefighting equipment checks, will be held in the Parish Office. The Parish Administrator will maintain a schedule for undertaking these checks and reviews.

2. Fire Alarm System

A fire alarm test will be carried out weekly on at least one call point, with the results recorded in the logbook. The fire alarm system is inspected yearly by a recognised contractor, with the results recorded.

3. Escape Routes and Exits

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

4. Signage and Assembly point

Details of escape routes, the emergency plan and assembly points should be recorded on the Fire Notices adjacent to the entrances.

5. Emergency Lighting

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

6. Firefighting Equipment

Firefighting equipment will be provided in appropriate places within the building, according to the fire risk posed. All firefighting equipment will be visually checked at least monthly by the Parish Administrator and will be serviced and maintained on an annual basis by a recognised contractor, with the results recorded. Any extinguisher noticed to have been discharged or damaged must be replaced immediately by the recognised contractor.

7. Electrical Systems & Appliances

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

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

8. Fire and Emergency evacuation

All users are required to familiarise themselves with the 'Fire Safety Policy & Emergency Plan', which is sent to all hirers prior to their hire of the hall.

9. Fire Safety Inspections

Regular visual inspections of the building and all its fire safety equipment will be conducted by the Administrator (monthly) and the Churchwardens (quarterly).

These inspections should ensure, as a minimum, that:

- All fire routes and exits are free from obstruction.
- All fire doors are kept shut and not propped open with door stops.
- All emergency lighting is working.
- All fire-fighting equipment is present and serviceable and stored correctly.
- Any flammable liquids are correctly stored.
- There is no accumulation of rubbish within or near the building to create a fire hazard.

The results of these fire safety inspections should be recorded.

10. Fire Risk Assessments

A Fire Risk Assessment will be undertaken by a Churchwarden on an annual basis and the results approved by the Link Operating Committee.

The Fire Risk Assessment will be a standing agenda item for all Operating Committee meetings, to ensure that additional 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.

END

V0.1

30th April 2026