Fire Safety Policy

The Yarcombe Jubilee Hall

The Yarcombe Jubilee Hall Management Committee has implemented the following to ensure the fire safety of all users of The Yarcombe Jubilee Hall.

The Hall Secretary is appointed the Fire Safety Co-ordinator and will keep a Fire Precautions Log Book.

All fire exits and escape routes are clearly signed and are required to be kept free of obstructions at all times to ensure safe evacuation of the building in an emergency.

All emergency lighting is checked on a monthly basis by the Fire Safety Co-ordinator and serviced and maintained annually by an approved contractor and the results recorded.

Firefighting equipment is provided in appropriate places within the hall, according to the particular fire risk posed. All firefighting equipment will be visually checked on a monthly basis by the Fire Safety Co-ordinator and will be serviced and maintained on an annual basis by an approved contractor and results recorded. 1 fire blanket and 5 fire extinguishers.

The hall electrical wiring installation is inspected every 5 years by an approved contractor and results recorded. All portable electrical appliances, provided as hall facilities, are tested annually by an approved contractor and the results recorded. The pressurised water heater is serviced annually by an approved contractor and the results recorded.

The oil boiler is serviced annually and maintained by an approved contractor and the results recorded.

A Fire Risk Assessment is undertaken on at least an annual basis, and the results recorded. The Fire Risk Assessment will be a Standing Agenda item at all management meetings, to ensure any additional Fire Risk Assessments are undertaken if any changes are made that may impact upon fire safety, such as alterations to the premises or new activities of hire.

All users of the hall will be required to familiarise themselves with the 'Fire Safety Guidance for Hirers and the Emergency Evacuation Plan' which is displayed on the premises.

The Assembly Point is clearly signed, located top area of front car park.

Regular hall users will be advised that they should conduct formal fire evacuation drills for attendees.

Fire Safety Inspections

The Fire Safety Co-ordinator will on behalf of Yarcombe Jubilee Hall Management Committee be responsible for conducting regular visual inspections of the hall premises and all its fire safety equipment.

 - All firefighting equipment is present and serviceable

 - All emergency lighting is working

 - All fire exits and escape routes are free of obstruction

 - Any flammable liquids are stored correctly

 - There is no accumulation of rubbish within or around the building.

Any committee members concerns related to the fire safety of the hall will be reported to the Fire Safety Co-ordinator immediately.

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number: 301024

May 2025

To be reviewed at least Annually

Next annual review May 2026