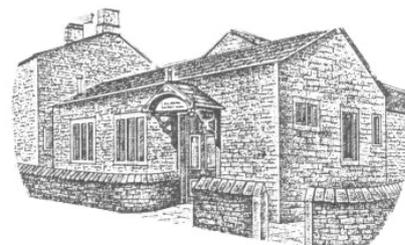


Kelbrook & Sough Village Hall



Fire Safety Policy – Issue 1 – 1st March 2026

Kelbrook and Sough Village Hall Management Committee will implement the following to ensure the fire safety of all users of the Village Hall and the building.

1) The Committee will make regular fire safety checks which can be signed off in the Fire Safety Log Book.

2) The Fire Alarm system, including all detectors will be tested annually and recorded.

3) All fire extinguishers fighting equipment will be serviced and maintained on an annual basis by a certified contractor.

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

5) The Village Hall's electrical wiring installation will be inspected every 5 years by a certified contractor.

All portable electrical appliances will be tested annually by a certified contractor.

The Village Hall's gas appliances will be tested annually by a certified contractor.

6) All fire exit signage must include a pictogram, i.e. the “running man” and illuminate if the fire alarm is triggered even in the event of a power outage.

7) The committee will be responsible for conducting regular visual inspections of the village hall and all its fire safety equipment, including:

- All fire fighting equipment is present and serviceable either floor standing or wall mounted.
- All 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 is working.

- Any flammable liquids are correctly stored away from sources of ignition.
- There is no accumulation of rubbish within or near the building to create a fire hazard.

8) The fire risk assessment will be undertaken on an annual basis or if any changes are made that may impact on fire safety.

9) All users of the village hall will be required to familiarise themselves with the “What to do in case of Fire” document displayed on the Annex foyer notice board.