



LOCKING PARISH COUNCIL



The Village Hall, Grenville Avenue, Locking, BS24 8AR
Telephone 01934 820786 E-Mail:- ipcclerk@talktalkbusiness.net

FIRE PREVENTION POLICY

In order to conform to Health & Safety Regulations in connection with risk of fire, the Policy of Locking Parish Council should be to ensure the complete safety of all users of the Hall – both its staff and visiting members of the public who hire the Hall. In order to show evidence of the policy being implemented, it was recommended (by the Avon Fire Service) that annual Fire Risk Assessments should be routinely carried out.

It should also be NOTED THAT THE BUILDING HAS BEEN DESIGNATED A 'NO SMOKING' AREA.

FIRE RISK ASSESSMENT

An inaugural fire risk assessment was carried out in the presence of the Chairman of the Village Hall/Park Committee, and the Clerk by a representative from the Avon Fire & Rescue Service at the Village Hall. The advice and recommendations were noted below:-

ITEMS TO BE CHECKED – on an annual basis :-

- 1 All fire notification signs are to be displayed prominently, clear of any obstruction and should also be provided as information to all Hirers of the Hall.
- 2 All fire exit doors should be working correctly and free from any obstructions.
- 3 All fire extinguishers should be checked for operation on an annual basis and the correct information displayed on the items.
- 4 Fire blankets should be displayed prominently and should not have been tampered with in any way.
- 5 All emergency lighting points should be checked and should be working correctly.
- 6 Practice fire drills should be carried out on a regular basis – preferably when there are members of the public present during hire sessions.



LOCKING PARISH COUNCIL



The Village Hall, Grenville Avenue, Locking, BS24 8AR
Telephone 01934 820786 E-Mail:- ipcclerk@talktalkbusiness.net

FIRE RISK ASSESSMENT FORM

- | | | | |
|---|--|-----|----|
| 1 | Are all fire notification signs displayed where appropriate and clear for reading? | YES | NO |
| 2 | Are all fire exit doors working correctly and free from obstruction? | YES | NO |
| 3 | Are all fire extinguishers labelled with an inspection date? | YES | NO |
| 4 | Are the fire blankets displayed where necessary? | YES | NO |
| 5 | Are all emergency lighting stations working correctly? | YES | NO |
| 6 | Have fire drills been carried out within the last 6 months? | YES | NO |

Signed Date

Counter signed by the Clerk

Date