



FIRE SAFETY POLICY

Introduction:

Hook Norton Community Land Trust (HNCLT) is committed to providing a safe and healthy environment for all members, visitors, and contractors. Our fire policy is designed to ensure that our premises and all the people on them are protected from the risk of fire and that appropriate action can be taken in case of a fire emergency.

Purpose:

The purpose of this fire policy is to establish a set of procedures and guidelines for identifying, preventing, and responding to fire hazards in the Community Building.

Fire Prevention:

HNCLT will comply with all relevant fire safety legislation and regulations, including the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) Regulations 2022.

Regular fire risk assessments will be conducted to identify and evaluate fire hazards, and appropriate measures will be taken to eliminate or reduce those hazards.

Fire extinguishers and other fire-fighting equipment will be provided and maintained in good working condition.

All users of the building will be provided with Fire Safety Guidance, including evacuation procedures, location of fire exits, fire alarms, and fire-fighting equipment.

Smoking is prohibited in the Community Building.

HNCLT will ensure that any flammable materials are stored and handled safely.

Electrical equipment will be maintained in good working condition and will be tested and inspected regularly.

Emergency lighting will be tested and maintained in good working condition.

Fire Response:

In the event of a fire, the nearest fire alarm should be activated, and everyone should evacuate the building via the nearest available exit, assisting anyone with limited mobility. Everyone should gather at the indicated assembly point. At that point the emergency services should be called.

HNCLT will maintain a fire logbook that will record all fire-related incidents, including false alarms, and will be available for inspection by the fire brigade and other authorities.

HNCLT will ensure that fire alarm systems are maintained and tested regularly and that all fire-related incidents are reported to the fire brigade and other authorities as required by law.

Implementation:

This fire policy will be reviewed annually and will be communicated to all users of the Community Building. All users are responsible for familiarising themselves with this policy and for implementing its provisions in during their use of the Community building.

Policy approved by the Board of HNCLT on 04/12/2024