

The Moose Hall

Fire Safety and Emergency Evacuation Policy

Date revised: 8 October 2026

Replaces: Policy dated 1 April 2015

Responsible person: Susan Way (Building Owner)

Deputy in owner's absence: Designated Caretaker

Review date: October 2028, or sooner if circumstances change

1. Purpose

The purpose of this policy is to prevent fire, protect everyone using Moose Hall and ensure that appropriate action is taken in the event of a fire or suspected fire.

This policy applies to the ground-floor hall, associated facilities, upstairs flat and all persons using or visiting the premises, including tutors, event organisers, participants, residents, contractors and visitors.

2. Responsibilities

Building Owner

The owner has overall responsibility for fire safety at Moose Hall, including:

- Maintaining fire protection equipment and safety systems.
- Carrying out and recording monthly fire safety inspections.
- Arranging professional servicing and maintenance.
- Providing fire safety inductions and written emergency instructions to tutors and event organisers.
- Maintaining the fire safety logbook and relevant records.
- Organising annual fire drills with each user group.
- Reviewing and updating the fire risk assessment and this policy.

Designated Caretaker

The caretaker assumes responsibility for relevant routine fire safety arrangements when the owner is absent and reports any defects or concerns to the owner.

Tutors and Event Organisers

Tutors and event organisers are responsible for:

- Familiarising themselves with fire exits, escape routes, alarm arrangements and assembly points.
- Explaining evacuation arrangements to their groups.
- Checking that escape routes and exits are unobstructed before activities begin.
- Ensuring participants evacuate promptly if the alarm sounds.
- Directing participants to a safe assembly point and checking that everyone in their group is accounted for.
- Reporting fire safety concerns to the owner or caretaker.
- Participating in an annual fire drill organised with the owner.

All users must follow fire safety instructions and avoid activities that could create unnecessary fire risks.

3. Fire Prevention

The following precautions must be observed:

- Fire exits, corridors, stairs and external escape routes must remain clear.
- Fire doors must not be wedged open or obstructed.
- Electrical equipment must be used safely and defects reported promptly.
- Combustible materials must not be stored near heat sources.
- Smoking and naked flames must not be permitted inside the premises.
- Kitchen appliances must not be left unattended while in use.
- Children must not enter or use the kitchen without appropriate authorisation and supervision.
- Any fire safety defect or hazard must be reported promptly to the owner or caretaker.

4. Fire Detection and Warning

Moose Hall is equipped with a fire alarm and detection system that is professionally maintained by CRPG Fire Rescue.

The fire alarm is currently tested monthly. Weekly routine testing is to be introduced in accordance with the fire risk assessment action plan.

If the alarm sounds, everyone must treat it as a genuine emergency and evacuate immediately.

5. Procedure on Discovering a Fire

Any person discovering a fire or signs of fire must:

1. Raise the alarm immediately using the nearest appropriate fire alarm call point, where provided, or otherwise alert everyone in the building.
2. Leave the affected area and evacuate using the nearest safe exit.
3. Close doors behind them where safe to do so.
4. Call **999** and ask for the Fire and Rescue Service, giving the premises name and full address.
5. Proceed to a safe assembly point.
6. Inform the owner, caretaker or event organiser of the fire's location and any persons who may be unaccounted for.

Do not attempt to fight a fire unless trained, it is safe to do so and there is a clear escape route. Evacuation must always take priority.

6. Emergency Evacuation Procedure

When the fire alarm sounds or an evacuation instruction is given:

- Stop all activities immediately.
- Leave belongings behind.
- Evacuate calmly and promptly by the nearest safe exit.
- Do not stop to collect personal possessions.
- Do not use any route affected by smoke or fire.
- Close doors behind you where safe.
- Proceed to a designated safe assembly point.
- Remain there until further instructions are given.

Tutors and event organisers must direct their groups to safety and account for participants once outside.

No one must re-enter the premises until the Fire and Rescue Service confirms it is safe.

7. Escape Routes and Assembly Points

Ground-floor hall

Two main escape exits are available:

- **Front exit:** Leading towards the council car park opposite Moose Hall.
- **Rear exit:** Leading towards the Arden House forecourt.

Both locations are designated assembly areas, with permission for their use established.

The appropriate assembly point should be selected according to the location of the fire, the safety of the available escape routes and any instructions from emergency services.

Everyone must move a safe distance away from the building and avoid obstructing access for emergency vehicles.

Upstairs flat

Occupants should use the internal staircase and normal exit route if it is safe to do so.

If the staircase or escape route is affected by smoke or fire, occupants must not attempt to pass through the hazard. They should move to a safer location away from the fire where possible, close doors, call 999, give their exact location and follow Fire and Rescue Service instructions.

The balcony and adjoining flat roof are **not designated escape routes** and must not be relied upon unless a competent fire safety assessment establishes suitable arrangements.

The fire separation and escape arrangements serving the upstairs flat are subject to further competent assessment.

8. Persons Requiring Assistance

Tutors, event organisers and the owner should identify, in advance where reasonably practicable, anyone who may require additional assistance to evacuate.

Appropriate arrangements must be considered for people with mobility, sensory or other needs, including temporary impairments.

Any concerns about the ability to evacuate safely must be discussed with the owner before the activity or visit.

9. Calling the Emergency Services

The person discovering the fire, or another person designated by the tutor or event organiser, must call **999** using a mobile phone once it is safe to do so.

The caller should provide:

- Moose Hall's full address.
- The location and nature of the fire, if known.
- Whether anyone is believed to remain inside.
- Any other information requested by the emergency operator.

Do not assume someone else has called.

10. Firefighting Equipment

Fire extinguishers are provided in the premises and a fire blanket is located in the kitchen.

Firefighting equipment is intended for use only by people who are competent to use it and only where there is no risk to personal safety.

No one is expected to tackle a fire. The priority is to raise the alarm, evacuate and contact the Fire and Rescue Service.

11. Fire Safety Training and Induction

The building owner receives fire safety training from ASAP.

All tutors, event organisers and regular users receive an induction covering relevant fire safety arrangements and are provided with written emergency instructions.

Tutors and event organisers must ensure participants are familiar with the basic evacuation arrangements.

Records of training and inductions must be maintained.

12. Fire Drills

Each user group of Moose Hall will organise and carry out a fire drill with the building owner **once a year**.

Fire drills will practise evacuation procedures, familiarise users with exits and assembly points, and identify any improvements required.

The date, participants, evacuation arrangements, observations and follow-up actions will be recorded in the fire safety logbook.

13. Fire Safety Inspections, Testing and Maintenance

The following arrangements apply:

- **Monthly:** Owner's fire safety inspections, including fire alarms, fire doors, escape routes, exits, signs and firefighting equipment.

- **Regular professional servicing:** Fire alarm and detection system, undertaken by CRPG Fire Rescue.
- **Monthly:** Emergency lighting functional tests.
- **Annually:** Emergency lighting full-duration tests.
- **Annually:** Professional servicing of fire extinguishers.
- **Annually:** Fire drills with each user group.

14. Fire Safety Records

The owner maintains a fire safety logbook and associated documentation, including:

- Fire risk assessments and action plans.
- Fire alarm testing and servicing records.
- Emergency lighting test records.
- Fire extinguisher servicing records.
- Monthly inspection records.
- Fire safety training and induction records.
- Fire drill records.

Fire safety plans and equipment location information must be kept accurate and available.

15. Policy Review

This policy will be reviewed at least annually and sooner if:

- There are significant changes to the premises or activities.
- Fire safety equipment or escape arrangements change.
- A fire, near miss or serious safety concern occurs.
- A fire drill identifies a significant problem.
- The fire risk assessment identifies additional measures.

Any changes will be communicated to tutors, event organisers and other relevant users.

Approved by: Susan Way

Signature: _____

Date: 08/10/2026

Next review due: October 2028