

Portal Hall Fire Risk Assessment Review & Inspection Policy

1. Introduction This policy outlines the procedures for conducting and reviewing the Fire Risk Assessment (FRA) for The Portal Hall. The hall is available for public hire, and this policy ensures that fire safety measures are regularly reviewed, updated, and maintained to protect all users.

2. Responsibilities

- The Portal Hall Management Committee is responsible for ensuring compliance with fire safety regulations and for conducting the annual fire risk assessment review.
- The Committee will ensure that any actions identified during the assessment are implemented in a timely manner.
- All hall users, including hirers, must comply with fire safety procedures and report any concerns.

3. Fire Risk Assessment Review

- A full Fire Risk Assessment will be conducted annually or whenever there are significant changes to the premises, usage, or fire safety regulations.
- The assessment will include:
 - Identification of fire hazards (e.g., electrical equipment, kitchen appliances, stored materials).
 - Evaluation of fire risks to people (e.g., hall users, staff, contractors, vulnerable persons).
 - Review of escape routes, emergency exits, and signage.
 - Inspection of fire detection and alarm systems.
 - Review of firefighting equipment (extinguishers, fire blankets, etc.).
 - Review of fire safety training and emergency procedures.

4. Regular Inspections & Maintenance

- **Monthly Checks** (Conducted by Caretaker / Responsible Person)
 - Fire exits and escape routes kept clear.
 - Fire extinguishers, alarms, and emergency lighting in working order.
 - No obstructions to fire safety equipment.
- **Quarterly Inspections** (Conducted by Caretaker/Responsible Person)
 - Fire doors checked for proper function.
 - Review of fire safety signage and notices.
- **Annual Fire Safety Inspection & FRA Review** (Conducted by Committee Trustees/Qualified Assessor)
 - Electrical safety check of portable appliances (PAT testing as required).
 - Comprehensive review of the Fire Risk Assessment.
 - Any identified risks addressed with an action plan.

- Update of fire safety procedures if necessary.

5. Emergency Procedures

- A fire evacuation plan will be clearly displayed in the hall.
- All hall users will be asked to make themselves aware of the fire safety guidance as part of the hiring agreement.

6. Record-Keeping

- A copy of the yearly service inspection of the Fire Extinguishers to be held on record.

7. Policy Review & Updates

- This policy will be reviewed annually, or sooner if:
 - There are changes to fire safety legislation.
 - Significant alterations are made to the hall's layout or usage.
 - A fire-related incident occurs.

8. Contact Information For any fire safety concerns, please contact: Pinder Recreational Trust c /o Portal Hall, Church Lane, Burghclere, Newbury RG20 9NX

Approved by Sandra Whiting Chairperson **Date:** May 2025 **Next Review Date:** May 2026