

Melbourn Hub – Parish Council Joint Fire Strategy (Full Council Meeting 24/02/2025)

1 Hub management and the Clerk have formally reviewed fire risks and propose an action plan to address items that are seen to be weaknesses. (see Fire Risk Assessment RA 5.001V4)

2 Key items where action/risk mitigation responsibilities are shared by both parties are:

- Checking that door intumescent strip fire barriers are in place and satisfactory
- Replacement of obsolescent wheelchair lift
- Installation of an Evac Chair to first floor
- Overall checking that fire-safety systems (e.g. automatic doors/electrical circuitry & lighting/PAT testing/Fire equipment, alarms and fire extinguishers etc) are all properly encompassed by the Parish Council maintenance contracts

3 Joint Policy and Procedures will to be signed off by both parties covering:

- **Fire Strategy (Policy)**
- **Fire Risk Assessment**
- **Evacuation Procedure (see escape route docs)**
- **Assignment of Fire Marshalls**
- **Fire Drills and Staff Training**