

LOSTWITHIEL COMMUNITY CENTRE

FIRE SAFETY POLICY

Nov 2022

This policy applies to all staff including volunteers, trustees, contractors and hirers. [see also: Health and Safety Policy, Booking Agreement, Volunteers Policy]

The Lostwithiel Community Centre's **Fire Safety Policy** is designed to protect the welfare of everyone who works within the centre as well as all users of the centre, against the incident of fire. The policy provides a framework for trustees and staff to plan, organise, control monitor and review protective and preventative measures in relation to fire safety. ***[The policy will be reviewed annually or following any incident which may have placed staff or users at risk]***

RESPONSIBILITIES

[General Health and Safety responsibilities can be found in the Lostwithiel Community Centre's Health and Safety Policy.]

Trustees:

- Overall legal responsibility for fire safety at the centre
- Ensuring the Fire Safety Policy is followed and reviewed
- Interrogate any incident or 'near miss' to ensure the policy is sufficiently robust
- Direct funds to ensure standards of Fire Safety are appropriate

Centre Manager: *[certain roles may be delegated to appropriately qualified staff]*

- Ensure everyday compliance with Fire Safety requirements
- Ensure the highest possible standards of performance in fire safety are promoted
- Ensure all staff, including volunteers are trained in the management and procedures for fire safety
- Closely monitor and report to trustees any weakness or defect in fire safety procedures
- Take appropriate and prompt action to mitigate risks in relation to fire safety
- Ensure hirers are aware of their responsibility in relation to fire safety
- Ensure that all fire safety checks are recorded in the Fire Precautions Log Book
- Ensure that all contractors are qualified to carry out their tasks
- Arrange contracts for the appropriate servicing of all fire equipment
- Monitor events/activities at the centre to ensure compliance with Health and Safety expectations

Health and Safety Officer:

- To monitor and keep under review Health and Safety procedures at the centre
- To complete regular risk assessments of safety at the centre
- To advise trustees of any works required to improve safety at the centre
- To work with the fire safety officer and the centre manager on fire management policy
- To complete a monthly review of requirements under the Health and Safety and Fire Safety Policy
- To complete a yearly audit of all Health and Safety assessments of the centre

Fire Safety Officer:

- Monitor everyday compliance with the Fire Safety Policy and intervene where concerns exist
- Promote high standards of understanding and compliance in relation to fire safety
- Ensure any incidents or 'near misses' are investigated and make any necessary recommendations
- Support the Centre Manager in the training of centre staff and volunteers in fire safety protocols
- Take responsibility for regular informal Fire Risk Assessments and encourage centre staff's involvement
- Where necessary report any concerns to the trustees' meeting under agenda item *Health and Safety*
- Ensure fire safety signage is appropriate and in the correct location

Staff and Volunteers:

- Employees and Volunteers to be trained in fire prevention awareness
- Employees and Volunteers to have training in the use of fire fighting equipment and its location
- Monitor evacuation routes for obstruction or any other impediment to fire safety
- If present, support an orderly and controlled evacuation of the centre in the event of a fire

In the event of a fire, the safety of staff, volunteers, centre users is paramount and absolutely no risks should be taken in pursuit of this aim.

Fire fighting equipment must only be used where there is confidence in its secure use and in the likelihood that its use will be successful in preventing risk to staff, public or the building

Hirers:

- To follow all conditions laid down under Conditions of Hire
- Ensure the safety of everyone attending their activity and have risk assessed this activity
- Ensure familiarisation and workability of escape routes and particular needs of specific individuals such as those with mobility issues and children
- Complete a register of attendees and a headcount in the event of an evacuation
- To understand the required action necessary in the event of a fire including location of Fire Assembly Point [**Cafe Garden**] and communicate this to attendees
- Ensure emergency exits are fully operational and clear before an activity begins

FIRE EQUIPMENT

- The Fire Safety Officer and the Centre Manager will ensure regular visual checks of all Fire Safety Equipment
- Fire Safety Equipment will have regular checks from a competent person
- The location of fire extinguishers and fire alarms to be regularly reviewed to ensure they are appropriately placed
- Emergency lighting, fire alarms and fire escape doors to be checked on a weekly basis
- The kitchen area has appropriate fire fighting equipment for its needs and all kitchen staff understand how to use it safely
- Appropriate fire safety signage including escape routes are prominently displayed

MEANS OF ESCAPE

- Fire Doors and all exit routes to be formally checked on a weekly basis
- Centre Manager and Fire Safety Officer to monitor evacuation routes for blockages or clutter on a regular basis
- Fire Escape routes to be kept clear of any obstruction
- Fire escape routes from the second floor of the building to be checked for trip or slip hazards
- External lighting to be checked weekly
- Pathways from the rear of the building to the Assembly Point to be kept clear and in good order. Gritting should take place when conditions dictate

POTENTIAL FIRE RISKS

- Combustible items to be stored away from any possible sources of ignition
- Items which could provide a source for a deliberate fire to be removed
- Clutter within the building such as old furniture, cardboard and paper to be removed
- Bins to be emptied regularly
- Soft furnishing and fabrics to meet all fire safety requirements
- Electrical equipment such as portable heaters to be closely monitored and their location controlled. Electrical equipment to be regularly PAT tested
- Recharging equipment should be closely monitored within the centre
- Hirers' use of electrical equipment or potential sources of ignition or combustion should be strictly controlled and monitored. Prohibited items are clearly detailed in *Conditions of Hire*
- There is no smoking in any part of the centre and clear signage to that effect
- Any temporary or long term alterations to the centre structure must meet all fire safety requirements this also includes curtaining or decorative material
- Contractors working at the centre should be qualified to undertake their role and understand fire safety procedures

REPORTING PROCEDURES

The following fire safety checks are carried out at weekly intervals:

- Fire Exits/Fire Doors
- Fire extinguishers
- Waste build up

The following fire safety checks are carried out at monthly intervals:

- Emergency Signs
- Emergency Lighting
- RCD device
- Fire Alarms
- Emergency Access routes

The following fire safety checks are carried out on an annual basis

- Fire Drill
- Fire Safety Policy Review

The trustee responsible for Health and Safety meets with the Centre Manager and Care-taker on a monthly basis to monitor compliance and identify any issues which have arisen. This is then reported as a standing agenda item at the monthly meeting of the trustees.

IN THE EVENT OF A FIRE

The centre will follow the following protocols in the event of a fire:

The person discovering a fire should activate the nearest fire alarm call point.

Alarm Call Points are identified in the Emergency Evacuation Map

The safety of staff, volunteers, users and visitors in the centre is paramount.

No attempt should be made to fight a fire unless there is total confidence in ability to do so safely and that the fire currently poses no risk to yourself or others. If there are any doubts about the effectiveness of fighting a fire, the building must be evacuated and emergency services called. Emergency Services should be called even if it is believed that the fire has been extinguished.

On hearing the alarm the building must be totally evacuated even if no fire is apparent. Any events taking place must be immediately suspended. Staff and volunteers should take a lead with the evacuation, paying particular attention to children, elderly or disabled users. Hirers must ensure that everyone in their group has been safely evacuated and a headcount completed.

Persons should be guided to leave the building using the nearest exit, always moving away from where a fire is believed to have originated.

Everyone in the building should assemble at the main assembly point, **Cafe Garden** at the front of the building. An assessment will need to be made as to whether everyone is accounted for.

The person who has assumed responsibility for the evacuation should meet with the fire officer to give location of the fire and inform them of any concerns relating to possible missing persons.

If the person responsible for leading on the evacuation is completely satisfied that the alarm has been activated in error then they should inform the fire brigade and permit the re entering of the building unless directed not to do so or not confident in their decision.

In the event that no member of centre staff is present during an evacuation the person [hirer] who has assumed responsibility should contact the centre manager who will require a full report on the current situation at the centre. At the most appropriate point a full report of the incident must be recorded and presented to the trustees.

These fire evacuation procedures will be summarised in a poster to be displayed across the centre. It will also be provided as part of a hirer's booking agreement.

BOOKING AGREEMENT

The fire safety responsibility of those hiring rooms within the centre must be fully understood. The person hiring the room or the person taking lead responsibility must be established and documented and their duties in relation to the hire and the safety of all users made clear. The responsible person is solely responsible for the safety of all those attending the event and should have completed a risk assessment for the activity they are leading.

Emergency Protocols for hirers in the event of a fire:

At the start of a function or activity you must notify those present about:

- No Smoking Policy
- Location of Fire Escape Routes
- Location of Fire Assembly Point

On hearing the alarm you need to evacuate the building immediately.

You should also identify any persons who may require additional assistance, for example those with a hearing or visual impairment, those with mobility issues or young children and have a clear strategy for assisting them in the event of an emergency.

Prior to the start of the event:

- You will need to familiarise yourself with the location of fire exits, fire alarms and fire extinguishers,
- You will need to ensure that fire exits are clear of any obstruction and fire doors are operational
- You will need to ensure that you have familiarised yourself with centre instructions on what to do in the event of a fire.
- You will need to account for all those attending the event so you could, in the event of evacuation, account for them all.
- Have emergency contact numbers available. This is of particular importance when no centre staff are in attendance.

During the event:

- You will need to ensure that nothing has been brought into the centre which could compromise the safety of the users or the centre itself and that all conditions of hire are adhered to.
- You will need to monitor that fire exits have not become blocked and that noise from an activity is not sufficient to block the sound of the fire alarm.
- Particular care needs to be taken to ensure that no sources of ignition, such as candles are being used unless agreed by the centre manager under special conditions and with appropriate safeguards.

In the event of a fire:

- Ensure the fire alarm is activated
- Do not attempt to fight the fire unless confident to use the most appropriate extinguisher and that the fire is easily containable. Never place yourself or others at risk.
- Evacuate the building immediately, keep your group together, checking toilets if safe to do so.
- Cooperate with any other user groups
- Ensure everyone reports to the assembly point at the front of the building
- Contact the emergency services
- Do not re enter the building or allow others to do until given the all clear

LOSTWITHIEL COMMUNITY CENTRE

Action to be taken in the event of:

FIRE

- **Sound** the nearest Fire Alarm
- **Do Not** attempt to fight the fire unless completely confident in your ability to do so safely and without risk to yourself or others
- **Immediately evacuate** the building by the nearest, safest exit. Be conscious of other users attempting to evacuate. Make your way to the centre's assembly point.

Assembly Point: CAFE GARDEN at front of main entrance.

- **Call the Fire Brigade 999** **LOSTWITHIEL COMMUNITY CENTRE
PLEYBER CHRIST WAY
LOSTWITHIEL PL22 0HE**

The Fire Brigade must be called even if the fire has been extinguished.

- **Do not attempt to re enter** the building until authorised by a fire officer, member of centre staff or you are completely satisfied that it is safe to do so.

Centre Manager: MRS K. MITCHELL Contact number: 07826 846424

Mains electricity control: Kitchen Pantry / Rear Football Store [external] / Studio 2

Gas Isolation control: Kitchen Pantry / Bottom of Oasis Fire Escape Steps

First Aid Boxes: Reception / Centre Cafe Kitchen / Oasis Kitchen / Long Room

Defibrillator: Outside main entrance

