

Fire Policy

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Fire Safety Management

Statement of Intent

Valley Park Community Association believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Compliance with statutory requirements as a minimum.
3. Assessing and controlling the risks that arise from our work activities.
4. Providing a safe and healthy working and learning environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective information, instruction, and training.
7. Consulting with employees and their representatives on health and safety matters.
8. Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to develop a culture of continuous improvement.
10. Ensuring adequate welfare facilities exist throughout the Association.
11. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees, trustees, volunteers, and hirers must play their part in the creation of a safe and healthy working environment for all.

Signed: _____

Date: _____

(Chair)

1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on Valley Park Community Association.
- 1.3 This fire safety management and fire emergency plan applies to all premises which are to any extent under the control of Valley Park Community Association as the employer. Its requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.5 Valley Park Community Association will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
 - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
 - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
 - provide a programme of fire safety training;
 - carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
 - have in place a programme of works to improve or maintain the existing fire safety specifications;
 - identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
 - where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:
- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of staff, volunteers, or visitors, people with disabilities, contractors, the public, etc;
 - appropriate safe and secure location of building services e.g. gas and electricity;
 - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
 - provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
 - education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire fighting equipment. In particular:
- the installation, maintenance, inspection and weekly testing of fire alarms;
 - the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
 - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
 - A quarterly premises fire safety inspection will be carried out.
- 2.4 The fire safety arrangements will be based on HSG 65 *Successful Health and Safety Management* and the Fire Safety Management Plan Strategy (see Appendix 1). The main strand of the strategy involves: -
- Effective planning, organisation, control, monitoring and review of protective and preventative measures
 - Fire safety risk assessments and building audits
 - Fire safety systems and maintenance
 - Fire warden and staff training
 - Fire evacuation drills
 - Building design, alterations and commissioning

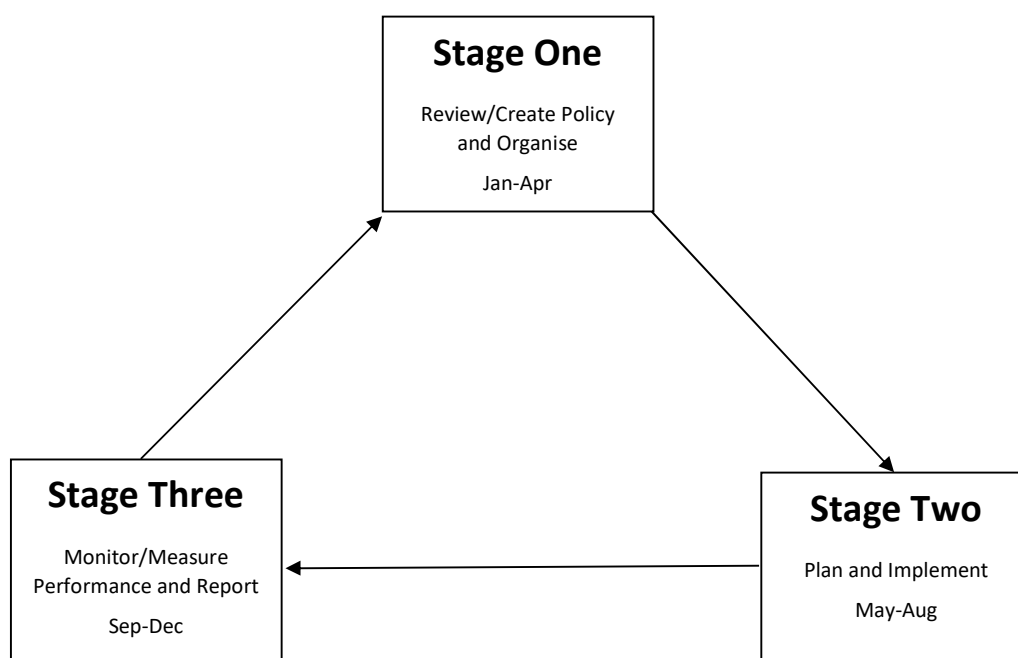
3 PLANNING

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan (see Section 7).
- 3.2 Fire Risk Assessments must be carried out and reviewed regularly (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

High Risk	=	Work to be completed within 4 to 8 weeks
Medium Risk	=	Work to be completed within 6 months
Low Risk	=	Work to be completed within 1 year

- 3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, volunteers, or visitors who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -
- Fire detection and warning system
 - Emergency lighting
 - Fire-fighting facilities
 - Emergency routes and exits
 - Fire safety signs and notices
 - Portable electrical appliances (PAT) and premises installation testing (5 yearly)
- 3.7 The fire safety maintenance programme will follow the guidelines suggested in HM Government Fire Safety Risk Assessment guidance and can be found in Appendix 2.
- 3.8 Fire Warden and staff training are provided through FireCare, Security & Electrical Ltd who conducts a course annually. The course is delivered by a qualified competent person. It is the responsibility of all Fire Wardens to attend one refresher training annually on the date provided. A sample fire safety training programme and staff training record can be found in Appendix 3 and 4 respectively.

- 3.9 Fire evacuation exercises will be carried out at least annually within individual premises. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. All evacuations will be conducted by the Fire Wardens. Pre and post de-briefing sessions will accompany each evacuation drill.
- 3.10 Provisions will be made for the safe evacuation of disabled people.
- 3.11 Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan (Section 7). In the event of a fire alarm outside of normal business hours, building occupants are to evacuate the building. All staff, visitors and contractors will be made aware of the fire procedures.
- 3.12 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Chair.
- 3.13 Testing of building passive and active fire evacuation systems are to be conducted by a Fire Warden at agreed appropriate times during normal hours and in line with current British or European test standards. All building fire wardens will be trained in the use of the evacuation system and operate from pro-forma instructions based on Section 7.
- 3.14 Fire wardens will report any faults or problems to the Centre Manager who will forward the details to the Trustees.
- 3.15 A fire safety log book will be kept to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.
- 3.16 To help make it manageable throughout the year an annual management cycle reflecting these elements. The cycle timetable is recommended below and information on each stage follows.



4 ORGANIZATION AND CONTROL

4.1 Specific named individual responsibility for overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training can be found in Appendix 5

4.2 Trustees will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that a Responsible Person is appointed for all of their premises to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements at each premises are complementary.

4.3 The Centre Manager will:

- ensure that fire risk assessments are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether employees, visitors or service users. this emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to evacuate premises promptly. The plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;
- arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- arrange for a competent responsible person (who may also be the premises coordinator) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
- ensure that if there is any doubt about the provision of new or replacement fire extinguishers that professional advice is sought;
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for their premises is readily accessible, its provisions complied with;
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc;
- confirm that their quarterly premises fire safety inspections address fire safety arrangements; and
- liaise with the local trade union safety representative, where appointed, on all aspects of the above arrangements.

4.4 The Competent Persons (who must be competent to carry out this role) must:

- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan.
- arrange and review fire drills at a frequency not less than yearly;
- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure Fire Alarms are regularly tested at the recommended frequency e.g. weekly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire log book or equivalent up to date;
- ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out, and
- ensure that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

4.5 Employees must:

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and co-operate with, the responsible person for their workplace;
- report to their manager or supervisor any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;
- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking legislation.

5 MONITORING

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- i. Number of fires recorded annually / number of fire related incidents.
- ii. achieving set schedules and time frames (evacuation drills and building audits).
- iii. Measuring the number of Fire Service call outs against cause.
- iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- v. Quarterly premises inspection and meetings to ensure actions and progress are made.
- vi. Annual audit of all fire systems by the Chair.

6 REVIEW

- 6.1 Annual audit of all fire systems by the Chair to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.
- 6.2 Active reviews will take place quarterly prior to any likely accident or event
- 6.3 Reactive reviews will take place following a fire safety event occurring
- 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles

7 Fire Emergency Plan

7.1 Training and Training Provision

All staff will receive emergency evacuation training as part of their induction and will be invited alongside trustees to attend fire warden training once a year. An Emergency Evacuation Assessment will be completed for each member of staff and a Personal Emergency Evacuation Plan (PEEP) where indicated.

Fire Warden training will include use of fire equipment and the fire panel.

A fire marshal will be nominated for any events run by Valley Park community Association. Full simultaneous evacuation should be expedited within 2.5 minutes.

When the Community Centre Office is closed, this responsibility passes to the Hirer (Keyholder).

As the Community Centre is open to the public, no visitor register is in place. Therefore, during office hours, the most senior member of staff present will be the nominated Fire Marshall and will ensure the building is evacuated, checking all unlocked rooms if safe to do so.

The Fire Marshall or on-site keyholder will call the Fire Service and will make themselves known on their arrival, liaising as needed.

All staff and hirers are made aware when receiving a key of fire procedures including operation of the fire alarm. Fire Notices are stationed at each final exit.

7.2 Information Distribution

As per 7.1 each keyholder receives instruction at the point of receipt.

Fire Action Notices and Emergency exit / route signage are in place and reviewed annually during the Fire Risk Assessment to ensure current legislation is adhered to. Regular checks are undertaken to maintain signage.

Hirers are made aware of all escape routes in addition to their main hiring space to ensure alternative escape routes are known should the main escape route be blocked or inaccessible.

7.3 What People / Staff Should Do If They Discover a Fire

Non-Keyholders should follow the instructions on the Fire Action Notice.

Keyholders should:

- Raise the alarm by operating the nearest fire alarm call point
- Evacuate to a safe place
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows and doors on the way out.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

7.4 What People / Staff Should Do If They Hear the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan. If not then:-

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any fire fighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

7.5 Contacting the Emergency Services

As per 7.1 the Fire Marshall or hirer (keyholder) is responsible for contacting the emergency services. Out of office hours the nearest landline is in the Cleveland Bay Pub opposite. All keyholders are recommended to carry a charged mobile phone so that they can make emergency calls.

7.6 Identify Processes, Machines or Power That Must Be Shut Down

If safe to do so, the Fire Marshall should switch the oven off at the wall during evacuation.

7.7. Specific Arrangements for Any High-Risk Areas

The Fire Marshall will inform the emergency services of the location of the cleaner's cupboard (containing cleaning chemicals), the boiler room and the electrical switch board / Gas shut off; all marked on the site map displayed by the Main Entrance.

7.8 Emergency Services Liaison Procedures

As per 7.1 the Fire Marshall or on-site keyholder will call the Fire Service and will make themselves known on their arrival, liaising as needed.

During office hours the most senior member of staff present will be the nominated Fire Marshall and will ensure the building is evacuated, checking all unlocked rooms if safe to do so.

Where additional keyholders are present the Fire Marshall will liaise with other keyholders to determine the likelihood of missing persons.

A live timetable is available on the website and accessible by all using a smart phone.

7.8.1 Specific Information for the Emergency Services

The Fire Marshall or on-site keyholder will inform the emergency services:

- *Type of emergency*
- *Location of the fire / incident*
- *Missing persons*
- *Flammable material stores*
- *Location of high risk areas*
- *Any unusual activities such as building works or temporary structures*
- *Hazardous work process*

7.8.2 Location of information

Copies of risk assessments are available in the Health & Safety folder in the Office. A site map is displayed by the Main Entrance next to the Fire Panel.

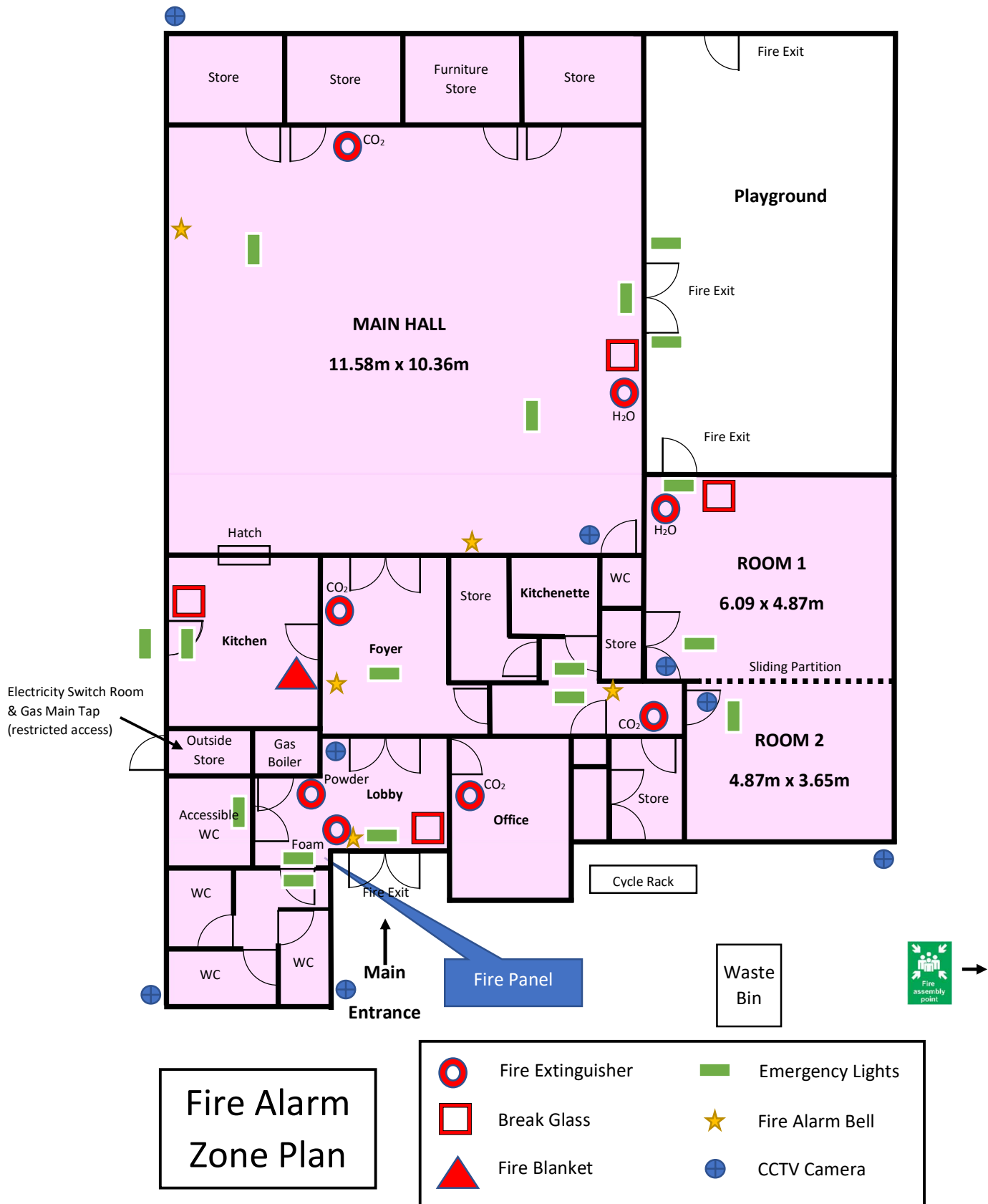
7.8.3 Accounting for Personnel

Staff should make themselves known to any other personnel on site on arrival. When the Office is closed, hirers (keyholders) must account for their own party and liaise with other keyholders at the evacuation point. If missing persons are suspected, this information should be shared with the emergency services and under no circumstances once the evacuation is complete should anyone re-enter the building to look for them. Only the Fire Service personnel with appropriate breathing apparatus can enter the building if there is a person identified as missing.

7.9 Escape Routes

Valley Park Community Centre

Ground Plan (not to scale)



7.10 Assembly Points

As per 7.9 the emergency assembly point is located on the grass between the Community Centre and the GP Surgery.

7.11 Identify Persons Especially at Risk

All lone workers will receive training per 7.1. Contractors will be advised on admittance of action to be taken should the fire alarm sound.

7.12 Evacuation Arrangements for Disabled People

An Emergency Evacuation Assessment will be completed for each member of staff and a Personal Emergency Evacuation Plan (PEEP) where indicated. Valley Park Community Centre is a single storey building and as such full simultaneous evacuation should be expedited within 2.5 minutes. Those with responsibilities for assisting persons with Personal Evacuation Plans should respond as required following the actions as identified in the Plan in accordance with 7.3.

Individual hirers are responsible for maintaining appropriate risk assessments and evacuation plans in accordance with this policy.

7.13 Visitors and / or Contractors

Contractors will be constantly supervised by staff or nominated personnel. Per 7.11 contractors will be advised on admittance of action to be taken should the fire alarm sound.

Where registers are used for classes, a check should be made against this register for missing persons.

For events hosted by Valley Park Community Association a fire marshal will be nominated. Full simultaneous evacuation should be expedited within 2.5 minutes in accordance with the Plan.

Any persons hosting visitors should ensure that they are made aware of fire evacuation procedures for the premises. In the event of a fire evacuation the person hosting the visitors is responsible for escorting them to the fire assembly point in accordance with this policy.

7.14 Staff with Specific Responsibilities

If the Office is open, the most senior Fire Warden present will become the nominated Fire Marshall. When the office is closed, please follow procedures described in 7.3 and 7.4.

7.15 Overall Control

Overall control falls to the Fire Marshall (where present) or nominated Hirer (Keyholder) as stated in 7.1 and 7.2 and responsible for:

- Taking overall control of the evacuation
- Ensuring that other people with specific duties have taken relevant action
- Accounting for all persons in the premises
- Liaising with the Fire and Rescue Service
- Initiating any additional response in relation to the care of people with special needs

7.16 Fire Marshals and Fire Wardens

Fire Marshalls must carry out their duties as above. For one-off Valley Park Community Association events a specific risk assessment should include:

- Who are the Fire Marshals / Fire Wardens and what are their responsibilities?
- Do they 'sweep' the building on their way out?
- Do they carry out 'first aid' fire fighting if trained and safe to do so
- How do they ensure they do not work alone and put themselves at risk?
- Proceed to the assembly point close doors en route
- Helping the person in overall control of the evacuation by confirming their area has been checked

7.17 Fire Fighting

Fire Wardens are trained in the use of fire fighting equipment and if safe to do so may utilise these as part of the Plan described in 7.3 and 7.4. The location of fire fighting equipment is shown on the site map displayed by the Main Entrance and photoluminescent signs are displayed above each piece of equipment.

7.18 Fire Control Panel

Should the alarm sound, the Fire Marshall or Emergency Services will check the fire panel and will also be responsible for silencing and resetting. The Fire Marshall will only reset the Fire Panel where a false alarm has been confirmed. Valley Park Community Centre is a single zone site, this information will be shared with Emergency Services on arrival.

7.19 Contingency Plans

When life safety systems such as fire-detection and warning systems, emergency lighting or building power system are out of order the building will be closed to all hirers and the public until systems are operational. This should be treated as an evacuation. Entry is only permitted to authorised persons to remedy the issue.

7.20 Re-Entering the Building

If additional Fire Wardens are present, they should be posted near each fire exit to prevent re-entry to the building. If not, fire exits will be closed as the Fire Marshall clears the building and until the Emergency Services arrive if called. In the event of a false alarm the Fire Marshall will advise on re-entry to the building.

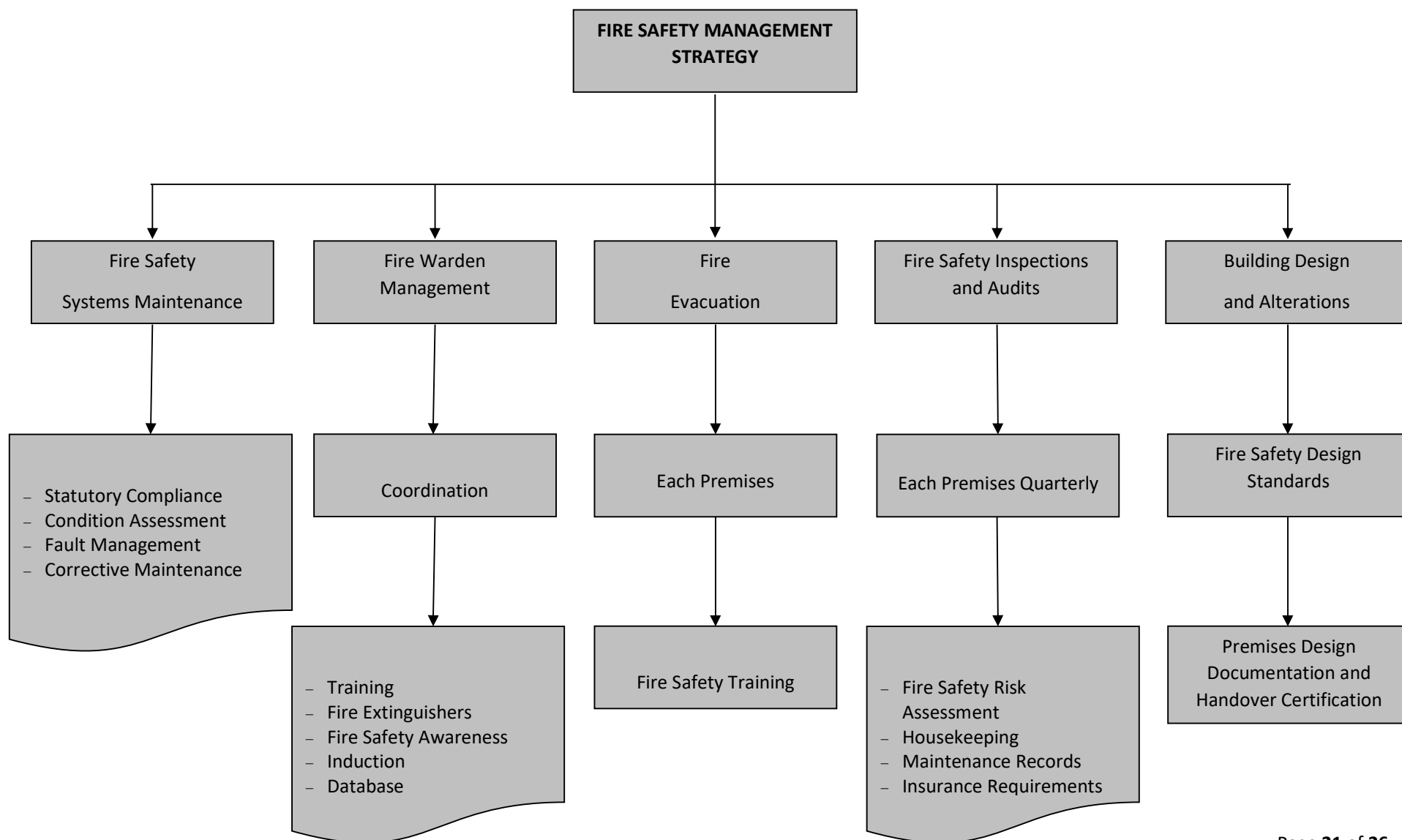
If the emergency services have been called, then the Senior Fire Service Officer is responsible for giving permission for re-entry to the building.

7.21 Contingencies If Not Re-Entering the Building

If the building cannot be re-entered the Cleveland Bay and St Francis Church should be contacted to arrange shelter in inclement weather. Should the closure be expected to be protracted then staff may be sent home.

For classes, hirers must bring the register with them during evacuation to both identify missing persons and to arrange transport home if required.

Appendix A – Fire Safety Management Strategy



Appendix B – Example Fire Safety Maintenance Checklist

	YES	NO	N/A	COMMENTS
Daily Checks (not normally recorded)				
Escape Routes				
Can all fire exits be opened immediately and easily?	☐	☐	☐	
Are fire doors clear of obstruction?	☐	☐	☐	
Are escape route clear?	☐	☐	☐	
Fire Warning Systems				
Is the main indicator panel showing “normal”?	☐	☐	☐	
Are whistles, gongs or air horns in their correct place?	☐	☐	☐	
Escape Lighting				
Are luminaries and exit signs in good condition?	☐	☐	☐	
Is the emergency lighting and signs working normally?	☐	☐	☐	
Fire fighting Equipment				
Are all fire extinguishers in place?	☐	☐	☐	
Are all fire extinguishers clearly visible?	☐	☐	☐	
Weekly Checks				
Escape Routes				
Are fire doors clear of obstruction?	☐	☐	☐	
Are all external escape routes clear?	☐	☐	☐	
Fire Warning Systems				
Did the fire alarm work correctly when tested?	☐	☐	☐	
Did staff and all others hear the alarm working?	☐	☐	☐	
Escape Lighting				
Are charging indicators visible and illuminated?	☐	☐	☐	
Fire fighting Equipment				
Are all fire fighting equipment in working order?	☐	☐	☐	
Are all fire extinguishers mounted 1 - 1½ metres?	☐	☐	☐	
Monthly Checks				
Escape Routes				
Are all self-closing devices working correctly?	☐	☐	☐	
Are all door seals and intumescent strips in good condition?	☐	☐	☐	
Do all internal fire doors close against their rebate / stop?	☐	☐	☐	
Escape Lighting				
Do all luminaries and exit signs working when tested?	☐	☐	☐	
Fire fighting Equipment				
Is the “pressure” in stored pressure extinguishers correct?	☐	☐	☐	

	YES	NO	N/A	COMMENTS
Six Monthly Checks				
General				
Have closing mechanisms on fire resisting compartment doors and shutters been tested?	☐	☐	☐	
Fire Warning Systems				
Has the system been checked by a competent person?	☐	☐	☐	
Escape Lighting				
Do all luminaries work for a third of their rated value?	☐	☐	☐	
Annual Checks				
Escape Routes				
Do all fire doors work correctly?	☐	☐	☐	
Is escape route compartmentation in good condition?	☐	☐	☐	
Fire Warning Systems				
Has the system been checked by a competent person?	☐	☐	☐	
Escape Lighting				
Do all luminaries operate on test for their full duration?	☐	☐	☐	
Has the system been checked by a competent person?	☐	☐	☐	
Fire fighting Equipment				
Has all equipment been checked by a competent person?	☐	☐	☐	
Miscellaneous				
Has external access for the fire and rescue service been checked for availability at all times?	☐	☐	☐	

Appendix C – Example Fire Safety Training Programme

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will one / two fire drills per year to test the fire safety training.

Fire Safety Training Sessions

New Employees:	Induction Programme
Fire Wardens:	One / Two training session per year specific to their duties
Managers:	One / Two training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

Fire Safety Training Topics

- The significant findings from the fire risk assessment and fire safety policies;
- What to do on discovering a fire;
- How to raising the alarm, including the locations of fire alarm call points (break glass points);
- The action to take upon hearing the fire alarm;
- The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety;
- The arrangements for calling the fire and rescue service;
- The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment;
- Knowledge of escape routes including stairways and especially those not in regular use;
- How to open all emergency exit doors;
- The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed;
- Where appropriate, isolating electrical power and gas supplies and stopping machines and processes;
- The reasons for not using lifts (except those specifically constructed as evacuation lifts);
- The safe use of and risks from storing and working with highly flammable and explosive substances;
- General fire precautions, fire awareness and good housekeeping practices;
- The no smoking policy (where applicable);
- Special provisions for assisting disabled people and any training needed;
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

Fire Safety Training Records

All fire safety training will recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

Appendix D – Example Fire Safety Training Record

Date: _____ **Duration:** _____

Given By: _____ **Session For:** _____

Subjects Covered

- ☐ The significant findings from the fire risk assessment and fire safety policies
- ☐ What to do on discovering a fire
- ☐ How to raising the alarm, including the locations of fire break glass points
- ☐ The action to take upon hearing the fire alarm
- ☐ The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety
- ☐ The arrangements for calling the fire and rescue service
- ☐ The location and , where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- ☐ Knowledge of escape routes including stairways and especially those not in regular use
- ☐ How to open all emergency exit doors
- ☐ The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed
- ☐ Where appropriate, isolating electrical power, gas supplies, stopping machines and processes
- ☐ The safe use, risks from storing and working with highly flammable/ explosive substances
- ☐ General fire precautions, fire awareness and good housekeeping practices
- ☐ The no smoking policy (where applicable)
- ☐ Special provisions for assisting disabled people and any training needed
- ☐ Identifying fire hazards and fire incidents reporting procedures; and
- ☐ Equipment fault reporting procedures.

Names of those attending:

PRINT NAME	SIGNATURE

I confirm that I have delivered the above subjects to those named above as attending.

Name: _____ **Date:** _____

Signed: _____ **Position:** _____

Appendix D – Fire Safety Management Structure

The person with the overall responsibility for fire safety:- Planning: Structure of organisation Organisation: Setting objectives, policy and procedures Control: Identify person responsible to tasks / actions Monitoring: Checks and the implementation of standards Review: Reviews of fire safety performance standards	Responsible Person: Rob Jenkins
	Position: Chair



	The person with responsibility for fire safety risk assessment: – Carrying out fire safety risk assessment – Review of fire safety risk assessments	Competent Person: Rob Jenkins
		Position: Chair
	The person with responsibility for the maintenance programme: – Fire detection and warning system – Emergency lighting – Escape routes – Fire safety signs and notices – Fire resisting walls, partitions and doors – Fire fighting facilities – Electrical appliances and premises installations	Competent Person: Rob Jenkins
		Position: Chair
	The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.	Competent Person: Les Berridge
		Position: Vice-Chair
	The person with responsibility for staff training: – What to do in the event of fire – What to do upon hearing the fire alarm – Liaison with the fire service – Emergency shut down procedures – Fire fighting arrangements – The reason for good housekeeping practices etc	Competent Person: Les Berridge & Isla Thomson
		Position: Vice-Chair & Centre Manager