



FIRE SAFETY POLICY

Adopted Ordinary Meeting – 11th September 2024

(Reviewed AM 07.05.25)

FIRE SAFETY POLICY

1. General Statement

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff/hirers and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance our priority at all times is the safety of individuals. To assist us in achieving the highest level of fire safety we have employed (Fire Risks Assessment Ltd) to carry out Fire Risk assessments on the building to ensure that all precautions are taken and all procedures followed with regard to Rogiet Pavilion.

2. Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff /hirers and visitors.

3. Communication

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

4. Procedures

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by an appointed Fire Risk Assessment company.
- The fire evacuation procedure will be practised during the year. A record will be kept of the date and the time taken to evacuate the buildings.
- The fire alarm call points are checked weekly and this is recorded in the log book.
- Ambassador Fire check the fire alarm system and call points every 6 months The emergency lighting is checked visually monthly and annually by Ambassador Fire.
- The Fire extinguishers are given visual inspections to check they have not been moved or tampered with and are in date and they are annually checked by Blackwood Fire Ltd.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be visually checked weekly by the Clerk.

- Evacuation procedures are posted prominently next to the Fire Alarm Call Point.
- If any employee /hirers notice defective or missing equipment they must report it to the Clerk.
- All visitors must be logged into the Visitors Book in the book on arrival on site, advised of fire safety procedures and told if there is a planned fire drill for that day. Please see the Fire Safety Management files for all records of checks, certificates and remedial works.

5. Emergency Evacuation Plan

If you discover a fire:

Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridor at the entrance of the Sports section, 2 in the Nursery area, one by the main entrance and one in the boiler room and can be activated by pressing hard against the glass with your thumb

Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut. Report to the assembly points for a roll call – by the play park.

Fire Alarm Status: In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible. The persons designated to call the fire brigade is the clerk or responsible person (if in the building) or the hirers Manager/responsible person.

Before the Fire Brigade arrives: If there is a fire, if the responsible person has have received appropriate training from FRaMS if it is agreed that the situation does not place them at risk, make use of the fire extinguishers located to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.