

The Cedar Community Club

FIRE SAFETY POLICY AND PROCEDURES

HINTON WALDRIST VILLAGE HALL

(Maximum Capacity: 120 people when clear; 80 with furniture)

General principles

This statement outlines the procedures to be followed by staff, volunteers and club members in the event of a fire or the sounding of an audible warning.

It is the responsibility of the Club, but also of each individual (staff, volunteers and members) as far as possible, to ensure that each person is aware of the fire policy, and the procedures to be followed, in the event of a fire or an audible warning being sounded while they are in the building.

All staff and volunteers will receive fire procedure training.

In the event of an audible warning or a fire being discovered, all club members should be made aware that they should remain calm, and evacuate the building by the nearest safe exit door following the instructions of the staff coordinator. The staff coordinator will take charge and direct the evacuation of club members from the building.

Fire Exit doors are marked with Fire Exit signs. These are located at the main entrance and by the ramped wheel-chair access door. The kitchen fire door is a secondary means of escape and for kitchen staff. It is not considered to be a primary escape route but may be used if required. The staff coordinator will make all users aware of the escape routes as part of the introduction to new members, and will make staff and volunteers aware of those members who may need assistance in the event of a fire.

The Assembly point is in the Bus Shelter, and after a roll-call has been taken, the staff coordinator will arrange an alternative place of safety where members can wait in comfort.

A test evacuation will be carried out at least once per quarter.

PREMISES SAFETY

The Trustees have a commitment to ensure that the safety of Club Members, Staff, and Volunteers is paramount at all times and will take all appropriate action to ensure that this is so.

The Trustees will liaise regularly with the owners of the premises to ensure that emergency lighting and safety equipment are checked regularly.

At the beginning of each session the Manager will:

- Ensure there is quick and easy access to a telephone
- Check that escape routes are clear and doors are not locked
- Passageways, corridors etc leading to exit doors from the building are free from obstruction
- Remove any storage which could inhibit escape in the event of a fire
- Ensure fire exits and escape routes are clearly indicated
- Ensure that all exit doors can be quickly and easily opened from within
- Be aware of where the fire extinguishers and fire blankets are located
- Ensure that all staff and volunteers working that day are aware of evacuation procedures and the location of fire extinguishers
- Ensure that the Register of members attending is easily to hand
- Have available a Staff/Volunteer plan to ensure that all Members are evacuated quickly and safely in the event of a fire or the sounding of the audible warning.
- If the kitchen is used, ensure that all electrical equipment has an up-to-date inspection label on it and that all equipment is in good working order.

If you discover a fire

- Raise the alarm immediately by giving a clear audible warning.
- Club members should remain calm and stay seated; the designated Staff Co-ordinator should take charge and direct Members to the emergency exit points, assisting them to leave the building quickly and to assemble at the outside assembly point.
- Fire extinguishers are available on site. These should ideally be used only by professionals who have been trained in their use. They should only be used by Staff in exceptional circumstances and must never be used by Club Members unless they are competent to use them.
- **DO NOT TAKE ANY UNNECESSARY RISKS.**

Fire Safety Procedures

On hearing an audible warning the following procedure applies regardless of the day or time.

- Leave the building by the nearest safe fire exit. Club Members will be directed by the designated co-ordinator and assisted as needed.
- Shut doors and windows on leaving if it is safe to do so.
- The senior Staff member must take the signing-in Register when leaving by the nearest fire exit with Staff, Volunteers and Members.
- Do not stop to collect belongings.
- Proceed to the designated Assembly Point outside the building.
- The most senior member of staff outside will take the Register.
- Do not return to the building unless authorised to do so by the staff member in charge.

Further Actions

Senior Staff members may then:

- Look through windows or any open doors
- Listen for sounds indicating fire
- Be alert for unusual smells, including smoke
- If you believe there may be a fire behind a closed door, do not open it but carefully feel for warmth with the back of your hand.
- If there is evidence of a fire call the Fire Brigade using 999.
- Delegate a person to liaise with the Fire Brigade on arrival, directing them to the point nearest to the suspected fire.

Dealing with a Fire

If a person's clothing is on fire they should be laid flat to prevent fire reaching the head, then wrapped in a fire blanket, rug or similar heavy article to smother the flames if it is safe to do so.

Fire extinguishers are either:

- Water for use on wood, paper and cloth materials
- Carbon dioxide for use on fires involving electrical equipment.
- Should only be used by trained people unless in exceptional circumstances, and never by Club Members.

Date: 28 November 2018

Signed:

Review date: 28 November 2019