Abermule Community Centre
Fire Safety Policy

Policy Statement

This policy applies to all trustees, volunteers, affiliated bodies, user groups, hirers, regular users and contractors using and working at Abermule Community Centre.

The issue of Fire Safety is taken extremely seriously and we will strive to ensure Abermule Community Centre Volunteers and Centre Users comply with the Regulatory reform (Fire Safety) Order 2005.

More importantly we will strive to ensure the safety of all persons who have a legitimate right to be in, on or in the vicinity of the premises from fire and its effects. These include residents, visitors, volunteers and contractors but exclude fire fighters in pursuance of fire fighting.

Volunteers and Centre Users should be aware it is a criminal offence not to consider theirs and others fire safety whilst at work and breaches will be dealt with in a robust manner by Abermule Communtiy Centre Trustees.

Version: 2.0

Reviewed: January 2019

Signed: Leon Shearer (A 'wet ink' copy will be held on premises)

Position: Abermule Communtiy Centre Chair and Warden

Next Review: January 2020

Relevant Legislation

Regulatory Reform (Fire Safety) Order 2005

Responsibilities

The Responsible Person

The responsible person retains overall responsibility for policy and management of fire safety and under the Regulatory Reform (Fire Safety) Order 2005 designated as the "Responsible Person".

The Abermule Community Centre Management Committee will, as the body in control of the premises, be the 'responsible person'.

The Responsible Person has delegated the following roles:

Testing Maintenance and Compliance

> Leon Shearer - Centre Warden

Risk Assessment (in accordance with appendix 1)

> Leon Shearer - Centre Warden

Training and Fire Drills

> Leon Shearer - Centre Warden

Affiliation Compliance

> Leon Shearer - Centre Warden

Centre Users

All Centre Users have a responsibility for their own and others fire safety. They should report any possible dangerous issues to the Centre Warden for action.

Centre Users are forbidden from carrying out actions that could compromise their or others fire safety.

Fire Strategy

The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be in the premises to a fire in the early stages and provide sufficient number of exits to allow the safe evacuation to a place of ultimate safety. The evacuation procedure is for all persons to evacuate immediately.

The type, number and level of fire safety measures will be decided by Fire Risk Assessment carried out by a competent person.

Whilst Trustees accept there is a legal duty to ensure there is some persons trained in the use of fire fighting equipment they do not encourage the fighting of fires by centre volunteers and actively discourages the fighting of fires by any guests unless they have received training.

Volunteers will receive fire safety training including the use of fire extinguishers but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area. Abermule Community Centre's fire strategy concentrates on life safety and not property protection.

Fire Risk Assessment (FRA)

Fire Risk Assessments must be carried out in conformance with theRegulatory Reform (Fire Safety) Order 2005 (England & Wales),

Community Centre Risk Assessments are maintained and updated Annually

Trustees, Affiliated Bodies, user groups, hirers and regular users must ensure that they are familiar with these risk assessments and with the alternative means of escape in case of fire by walking the routes from the area in which they are working/using.

Trustees, Affiliated Bodies, user groups, hirers and regular users should familiarise themselves with the designated assembly point by the tennis courts and all the fire exits in the buildingA fire risk assessment will be completed for each work area.

The FRA will be reviewed annually or when there is a major change in circumstance to the premises.

A hard copy of the FRA will be held on site in a safe place.

The fire risk assessment is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all relevant people are not at an unacceptable risk from fire or its effects. The assessment considers life safety and not property protection. The assessment will provide a list of Significant Findings These are items that are likely to present an unacceptable risk to people and will specify: what the problem is, what existing control measures are in place and what additional measures should be instigated.

Fire Risk Assessments shall be completed in accordance with Fire Safety Risk Assessment Procedure for Abermule Community Centre **(Appendix 1)**

Testing and Maintenance

Fire Alarm and Detection

The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard (BS5839 Pt 1: 2013) by a competent person.

The alarm will be inspected weekly to ensure it is showing a healthy supply (green light on panel).

The call points will be tested weekly by using a test key to operate a different call point each week on a rolling program. Records of the tests will be maintained on site for inspection by company personnel, fire risk assessors and enforcement officers.

Emergency Lighting

The level of emergency lighting will be dictated by the FRA.

The installed system will be tested monthly by the Centre Warden by using a suitable test key or by isolating (using the local light circuit breaker) the lights.

The system will be serviced annually by a competent firm of engineers in accordance with BS 5266 Pt 1: 2005.

Records of the tests will be maintained on site for inspection by fire risk assessors and enforcement officers.

Portable Electrical Equipment

The portable electrical equipment within the building work areas will be tested annually to ensure it is fit for purpose and in a safe condition. Annual inspection will have equipment tested in accordance with HSE guidance.

Records of tests will be held to be able to show due diligence.

Portable Fire Fighting Equipment

The portable firefighting equipment will be inspected to ensure the equipment appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position.

The equipment will be serviced annually by a firm of competent engineers in accordance with the manufactures instructions and the BS 5306 Pt 3.

Means of Escape

The designated on-site staff will check daily that all corridors and stairs are kept clear of obstructions and combustible material.

Records of Testing & Maintenance

Management to ensure accurate and true records associated with testing and maintenance of fire safety measures as well as staff training and evacuation drills.

Records must be kept on site and except for staff training in a single file with the following information:

Date of test:
Item tested:
Result of test:
Action taken:
Person completing test:

In the case of staff training records they should be retained on site for the period the employee is working on site. The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to legislation.

Fire Safety Information and Training

Members of user groups on the premises must:
• Understand the character of fire, smoke & toxic fumes
• Know the fire hazards involved in the village hall
• Practise and promote fire prevention
• Know the right action to take if fire breaks out, or smoke is detected
• Be familiar with the evacuation procedures and escape routes appropriate to their location

Centre users will have access to essential information regarding Fire Safety and Emergency Evacuation throughout Abermule Community Centre. Posters in every room will explain:

Action to take on discovering a fire or hearing the alarm Use of fire fighting equipment
Location of exits
Assembly points

Each room will also be furnished with a copy of Abermule Community Centre Handbook which will contain further information of fire safety, an evacuation plan, a copy of this policy and a risk assessment for the area.

Where necessary, nominated key staff will receive additional annual training providing detailed knowledge on the installed fire safety measures and use of fire fighting equipment.

A representative of each affiliated group will sign the affiliation agreement to show they are aware of their responsibility for complying with centre policies.

Evacuation Drills

The drill should take place at least annually. All staff should sign the Instruction and Training record to show they have completed the drill.

Each affiliated group will have the option to hold and evacuation drill on an annual basis.

Policy on Fire Fighting

Staff who have been trained in the use of portable fire fighting equipment may attempt to fight an uncontrolled fire where they feel confident it can be dealt with safely however they must not do this where they would put themselves or others at risk of harm from the fire or its effects.

Visitors are actively discouraged from fighting fire unless they have received specific training. Any such fire fighting is carried out at their own risk.

Sufficient fire fighting equipment will be provided in the premises for the purpose of immediate first aid fire fighting. The level of equipment provided will be decided by the fire risk assessment or other competent persons.

All affiliated bodies will have the option to hold a fire drill annually

Personal Emergency Evacuation Plans (PEEP's)

Where is is identified that a person accessing the centre may not be able to follow the evacuation place a Personal Emergency Evacuation Plan should be completed.

The purpose of the PEEP is to ensure the person is provided with a means of being alerted to a fire emergency and a safe means of escape taking into account their disability or illness.

The PEEP should not disadvantage the centre user accessing community facilities however, ultimately the purpose of the PEEP is to ensure the safety of the employee and if no reasonable solution can be found to ensuring the safety of the person a restriction in their location within or on the premises may have to be considered.

When completing a PEEP the assessor should speak to the person involved to discuss:

What fire safety issues present problems?
How serious are the problems?
How can they be overcome?

Contractors on Site

Any contractors invited to site to carry out authorised repairs must provide onsite management with a method statement stating how the work is to be safely completed. This must include a section on fire safety.

Any contractor invited on site to complete "hot work" (work that could use open flame or heat producing equipment high enough to cause ignition to flammable material) must produce a risk assessment stating how the equipment is to be used and what precautions will be put into place to reduce the risk and deal with a fire. All such contractors must bring their own fire fighting equipment onsite suitable for the hazard they are introducing as specified in their risk assessment. All such fire fighting equipment must be in service (within one year). When the contractors have set up to work, onsite management must carry out an inspection and satisfy themselves they are working safely and to their risk assessment/method statement.

Onsite management has the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, staff and/or visitors.

Fire Safety Policy - Appendix 1

Fire Safety Risk Assessment Procedure for Abermule Community Centre

The aims of the fire risk assessment are:
• To identify the fire hazards
• To reduce the risk of those hazards causing harm to as low as
reasonably practicable
• To decide what physical fire precautions and management
arrangements are necessary to ensure the safety of people in the building if a fire does start.

A fire risk assessment must be carried out and kept up to date to ensure that all the fire precautions in the premises remain current and adequate. As long as there have been no material alterations and all the physical fire precautions have been properly maintained this should be undertaken annually.

A Fire Risk Assessment Checklist is available to assist with the Risk Assessment
The risk assessment should ensure that the fire safety procedures, fire prevention measures and fire precautions (plans, systems and equipment) are in place and working properly and identify any issues that need attention. The assessment of fire risk in Abermule Community Centre is carried out against standards set out in the Regulatory Reform (Fire Safety) Order 2005.

The results for each assessment area are recorded on separate assessment records. It is then possible to determine any additional fire precaution, which may be required using guidance given in the Fire safety Risk Assessment document

The term hazard includes anything that has the potential to cause harm The term risk indicates the chance of that harm occurring

The fire risk assessment process comprises of five steps:

Step 1 – identify the existing fire hazards
*sources of ignition *sources of fuel *sources of oxygen

Step 2 – identify the people at risk
*people in and around the premises
*people who are especially at risk

Step 3 – evaluate, remove or reduce, and protect from risk *evaluate the risk of a fire starting
*evaluate the risk to people from a fire
*remove or reduce fire hazards
*remove or reduce the risks to people from a fire *protect people by providing fire precautions
fire-fighting escape routes lighting
signs and notices maintenance

Step 4 – record, plan, inform, instruct and train
*record any major findings and action taken
*prepare an emergency plan *inform & instruct relevant people *provide training

Step 5 – review
*review the fire assessment regularly
*make changes where necessary