

Managed by
The Family & Community Group

Community Venues

Fire Safety Policy

V1

September 2023

Venues managed by The Family & Community Group (Charity Incorporated Organisation) with trustees responsible for its management. The Management Committee is responsible for the day-to-day management of any Community venues the charity is responsible for.

The Management Committee is responsible for the implementation of this Fire Safety Policy.

The Management Committee will implement the following to ensure the fire safety of all users of the Community Hall and the building:

1. PREMISES MANAGER

Management Committee for each venue will appoint one of its members to act as the Premises Manager working with Torfaen County Borough Council (TCBC) to implement fire safety for the building.

2. FIRE SAFETY LOG BOOKS

All relevant Fire Safety log books detailing the Fire Risk Assessments, alarm tests, firefighting equipment checks etc, will be maintained by the Premises Manager.

3. ESCAPE ROUTES AND EXITS

All escape routes and exits are clearly signed and will be kept free from obstruction at all times, to ensure safe evacuation from the building.

4. EMERGENCY LIGHTING

All emergency lighting will be visually checked on a regular basis by the Premises Manager and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

5. FIRE FIGHTING EQUIPMENT

Firefighting equipment will be provided in appropriate places within the Community Hall, according to the particular fire risk posed (e.g. Fire Blanket within the kitchen). All firefighting equipment will be visually checked on a regular basis by the Premises Manager and will be serviced and maintained on an annual basis by a recognised contractor, and the results recorded.

6. ELECTRICAL SYSTEM AND APPLIANCES

The Community Hall's electrical wiring installation will be inspected every 5 years by a recognised contractor, and the results recorded.

All portable electrical appliances provided by Mount Pleasant Hall Management Committee will be tested annually by a recognised contractor, and the results recorded.

The Community Hall's boiler will be serviced annually by a recognised contractor, and the results recorded.

7. FIRE AND EMERGENCY EVACUATION

All users of the Community venues will be required to familiarise themselves with the 'FIRE Safety Guidance and Emergency Plan' for Hirers, (attached as Appendix 1 at the end of this Policy statement) which is ALSO displayed on the Hall's Health & Safety Notice Board within the Hall lobby.

The Management Committees will recommend that all regular Hirer's of venues should conduct formal fire evacuation drills for their event attendees.

8. FIRE SAFETY INSPECTIONS

The premise manager will be responsible for conducting regular visual inspections of the Community Hall and all its fire safety equipment.

These inspections should ensure, as a minimum, that:

- all fire routes and exits are free from obstruction;
- all emergency lighting is working;
- all firefighting equipment is present and serviceable; any flammable liquids are correctly stored; and

there is no accumulation of rubbish within or near the building to create a fire hazard. The results of these fire safety inspections should be recorded.

9. FIRE RISK ASSESSMENTS

Each premises will have a Fire Risk Assessment and it will be undertaken on at least an annual basis by the Premises Manager, and the results recorded.

The Fire Risk Assessment will be a Standing Agenda Item at all Mount Pleasant Hall Management Committee Meetings, to ensure that additional Fire Risk Assessment reviews may be undertaken as soon as possible if any changes are made that may potentially impact upon fire safety, such as alterations to the premises or new activities of hirers.

10. PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

- The aim of a Personal Emergency Evacuation Plan (PEEP) is: to provide people who cannot get themselves out of a building unaided with the necessary information to be able to manage their escape to a place of safety, and; to give the charity the necessary information so as to ensure that the correct level of assistance is always available.
- The Management Committee will establish which employees, volunteers or regular users of the premises will require any assistance in the event of an emergency. If a member of staff, volunteer or regular user requires assistance the emergency evacuation questionnaire should be completed.
- The questionnaire should be completed by the person requiring assistance, with appropriate support from the charity. In addition, other visitors who may require assistance should be approached, as far as practical, to determine if they require any assistance or further support during an emergency evacuation, for example customers to centre run activity or visitors attending a show.
- Such support in this case may include provision of equipment such as Evac chairs and training on their use for appropriate employees or volunteers. Organisations are now required to have pro-active plans for the evacuation of disabled people and those who require assistance.
- A generic PEEP would be acceptable for members of the public; however, an individual PEEP must be completed for people requiring assistance who frequently use or visit the venue.
- If assistance with evacuation is required, the extent of such assistance should be identified in the PEEP including the number of assistants and the methods to be used. The Management Committee need to ensure that there is sufficient cover for absences, and assistants may require to be trained on the evacuation methods.
- Evacuation in an Emergency - Assistance that may be required:
 - There are a number of options that could be considered for use in the safe evacuation of people requiring assistance in an emergency situation:
 - Temporary fire refuges;
 - Safe routes;
 - Use of evac chairs.
- Temporary fire refuges
 - A refuge is a designated temporary safe space for people to wait for a short period of time during a staged evacuation. They are not areas where people requiring assistance should be left indefinitely until rescued by the Fire and Rescue Services.
 - This method requires a means of communication and accompaniment of the assisted person as appropriate. It is an area that is separated from a fire by fire resisting construction and provides a safe route to final exit e.g. the head of a protected stairway - where there is sufficient space. The provision of

a refuge will permit a staged evacuation to be implemented. A refuge area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building.

- Temporary fire refuges should only be defined after consultation with The Landlord's property section. It will be the responsibility of the Charity to make contact with the Landlord's property section, as the requirements for fire separation and structure are very specific.
 - Information in relation to the location of those people situated in a refuge area must be given to the person co-ordinating the evacuation.
- Safe routes
- A PEEP should contain details of the escape route(s) the person will be expected to use. - Clear unobstructed gangways and floor layouts should be considered at the planning stage. It is especially important to ensure that locks, doors and other devices can all be operated by the evacuating person(s). It is also necessary to ensure that, where possible, there are alternative routes and that the routes are not excessively long.
- Use of evac chairs
- If evac chairs are provided and their use is part of the evacuation plan, the Management Committee should be aware that it is essential to have a sufficient number of staff and volunteers trained in their use, that such training is an ongoing issue , not a "one off" requirement, and that a regular maintenance programme is set up for the equipment.
 - Evac chairs should not normally be used in evacuation drills with the person requiring assistance, although those who have been trained in their use should regularly practice getting the evac chair down stairs with a load approximating the weight of the person. Practice should take account of the possibility that on the day of an emergency that a person requiring assistance may be visiting the location and may be of a different weight of the known occupants requiring assistance.
- Deaf and hard of hearing
- Generally, most deaf or hard of hearing people working alongside hearing colleagues or visitors will not require special equipment, providing they have been made aware of what to do in the event of a fire. They will be able to see and understand the behaviour of those around them. However, deaf or hard of hearing people working alone may need an alternative method of being alerted to an emergency. For example, many alarm systems have visual indicators in the form of a flashing light; alternatively, vibrating pager systems can be used.
- Blind and visually impaired
- Employees should be offered orientation training and, where applicable, this must include alternative ways out of the building. If a blind person uses a guide dog it is important that the dog is also given ample opportunity to learn these routes.
- Instruction and training
- To be effective, any PEEP depends on the ability of staff and volunteers to respond efficiently. Staff and volunteers should therefore receive instructions, practical demonstrations and training appropriate to their responsibilities. This may include some or all of the following elements:
 - Specific training for staff to assist with the evacuation of persons with additional support needs, including any equipment to be used, such as evac chair training and specific manual handling training for buddies;
 - Fire drills for staff and visitors;
 - Specific training for Fire Wardens; and
 - Specific training in the use of firefighting equipment.
- Review
- The PEEP should be reviewed annually, and in addition should be reviewed as necessary due to any changes in circumstances, either personal or environmental.
 - Personal Emergency Evacuation Plan - [Appendix 2](#)

Venue- Fire Safety Plan v1.1

| |
|---------------------------------------|
| Emergency Evacuation Plan for: |
| Premises address and contact number |
| Plan date |
| Review date |

| |
|---|
| Sound of the alarm |
| <input type="checkbox"/> Domestic smoke alarm sound if triggered. <input type="checkbox"/> Shouting fire <input type="checkbox"/> Fire bell |

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| Raising the alarm |
| <p>In the event of a fire beginning: Take Command!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Give loud and clear instructions; <input type="checkbox"/> Tell everybody to: immediately evacuate the building using the nearest available exit; and gather at the 'Assembly Point' - Corner of the carpark.and to wait for you; <input type="checkbox"/> Call THE FIRE BRIGADE - DIAL 999 and give this address: <p style="color: red; text-align: center; margin-top: 10px;">Insert venue address here</p> <p style="text-align: center; margin-top: 10px;"> </p> <p style="margin-top: 20px;">Alarm raised by smoke or heat detectors, shouting fire or TRIGGERING THE ALARM</p> |

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| Action staff should take on hearing the alarm |
| <p>Escape routes</p> <p>The escape routes from the building are:</p> <ol style="list-style-type: none"> 1. Main entrance/exit onto carpark. The main entrance/exit doors MUST always be kept unlocked during occupation. 2. Entrance/Exit from meeting room (small hall). Rear Fire Door to outside - 3. The emergency exit from the main hall outside Car Park. 4. Kitchen servery area single outward opening doors operated by crash bars into rear of building |

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|---|
| Fire assembly point |
| The assembly point is: please follow individual assessments to identify a safe place and insert here |

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|---|
| Fighting fires – Extinguisher use |
| <p>Fire extinguishers will only be used where:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Only tackle a fire if trained, competent & confident to do so. Always have a clear escape route. Only tackle a small fire & never if flames are larger than the height of a person. <input type="checkbox"/> <p>Personal safety always takes priority and, if in any doubt, you should not attempt to extinguish a fire</p> |

Location of key safety hazards or other fire related equipment

- Gas supply shut off: Boiler Room
- Mains fuse box: Plant/CCTV room
- Mains water inlet: Under the kitchen sink. Further water stopcock in lady's toilet to isolate all toilet areas.
- Extinguishers present include 6L foam in main entrance corridor and kitchen, 2Kg CO₂ in the meeting room, and a fire blanket in the kitchen.

Responsibilities

| | |
|---|----------------------|
| For ensuring plan is up to date | Management Committee |
| For ensuring adequate staff are on duty to carry out the evacuation plan | As above |
| For training staff on the evacuation plan and in their roles and responsibilities | As above |

Emergency Evacuation Assessment

- This questionnaire should be completed by, or on behalf of, persons who require assistance in evacuating the Centre. It will inform the writing of a Personal Emergency Evacuation Plan (PEEP).
- Please provide as much information to enable the Association to write a suitable plan.
- Once written the PEEP will indicate the intended means of escape in the event of an emergency (including drills where necessary).
- The charity has a legal responsibility to protect you from fire risks and ensure your health and safety in the Community Centre. The PEEP will be written based on the information you provide.
- If you need assistance to evacuate, the PEEP will specify what type of assistance you need.
- When you have completed the form, you will be provided with any additional information necessary about the emergency evacuation procedures in the building(s).

This form is confidential.

Name: _____

Tel: _____

Description of Activities/Duties/Requirements:

Date Completed: _____

A: Evacuation Details

1. If your building takes you to more than one location in the building to which you are required to be, please describe these areas.

Continue on a separate sheet if required.

2. Would it help you if you were to be provided with a written emergency evacuation procedure?

Yes:

No:

3. Do you require the emergency evacuation procedures to be provided in an alternative format e.g. BSL, Braille, tape, large print etc?

Yes:

No:

4. Do you have any problems reading and identifying the signs that mark the emergency exits and evacuation routes to the emergency exits?

Yes:

No:

5. Do you have any problems hearing the fire alarm(s) provided in your place(s) of work?

Yes:

No:

6. Would you experience any problems raising the alarm if you discovered a fire?

Yes:

No:

7. Is anyone designated to assist you to get out in an emergency?

Yes:

No:

Don't Know:

8. Are you likely to experience difficulties independently traveling to the nearest emergency exit for a safe and timely evacuation?

Yes:

No:

Don't Know:

9. Do you find the stairs difficult to use?

Yes:

No:

10. Are you dependent on a wheelchair for mobility?

Yes:

No:

11. If you use a wheelchair would you have problems being able to transfer from your wheelchair without assistance?

Yes:

No:

12. General Comments (to include any relevant information not already identified above)

If you have ticked "YES" to any of the above, then the Personal Emergency Evacuation Plan in Appendix A should also be completed

Appendix A

Personal Emergency Evacuation Plan

This form should be completed for a hall user who requires assistance with ANY aspect of emergency evacuation. For the purposes of this plan, a hall user is anyone who uses the hall – either in the capacity as an employee, contractor, volunteer, trustee or hall hirer. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail you provide will be handled in confidence and stored only, with your consent, with the necessary parties required to ensure your safety and that of others.

A copy of the completed form will be held by:

- Hall User
- Fire co-ordinator (for each building identified)

Note: This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur.

A: Alarm System

1. I am able / unable to raise the alarm (delete as appropriate).

If unable to raise the alarm independently, please detail agreed alternative procedures.

2. I am informed of an emergency evacuation by:

Existing audible alarm system: Vibrating pager:

Visual alarm system: Other (please specify):

B: Evacuation Procedure (step by step account starting when alarm raised and finishing on final exit)

C: Designated Assistance (details of EVAC Team roles designated to assist in executing evacuation plan)

D: Equipment Provided and its Location

E: Safe Routes (description of the primary and secondary escape routes)

A building layout plan should be attached to this form with routes clearly marked.

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above:

Hall User Signature:

Date:

Hall User Name (please print):

Assessor Signature:

Date:

This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur.