



# Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH  
01202 470770/ [info@somerfordarc.com](mailto:info@somerfordarc.com)

## Fire Safety Policy and Procedure

### General Statement of Policy

This is the Fire Safety Assessment of Somerford ARC Community Centre. This Policy and the way in which it operates will be reviewed every two years, although this is a continuous working document. A copy of the policy will be displayed in the Centre. Hirers, employees, volunteers and visitors will be made aware of it and must observe and support it.

### 1. Introduction

- 1.1. This Policy is designed to contribute to the safety of Somerford ARC Community Centre employees, volunteers, hirers, and visitors, demonstrating a continuous improvement in fire safety performance.
- 1.2. Somerford ARC Community centre to ensure all employees, volunteers, hirers, and visitors know what action should be taken in the event of a fire within the building. This policy has relevance to those organising functions in the Centre.
- 1.3. To ensure action is taken to minimize the probability of a fire starting and ensuring all fire safety measures for the protection of employees, volunteers, hirers, and visitors are in place and maintained.

### 2. Legislation

- 2.1. This Policy is written in line with the requirements of:
  - The Fire Safety Order 2005.
  - Health and Safety at Work etc Act 1974.
  - Management of Health and Safety at Work Regulations 1999

### 3. Management

- 3.1. Somerford ARC Community Centre to maintain and provide a safe environment for all employees, volunteers, hirers, and visitors.
- 3.2. Somerford ARC Community Centre to continually improve its fire safety performance.
- 3.3. All employees, volunteers, hirers, and visitors to participate in maintaining sufficient fire safety.
- 3.4. Somerford ARC Community Centre to recognise legal requirements are the minimum standards to be maintained.
- 3.5. Somerford ARC to conduct a Fire Risk Assessment.



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### 4. Responsibilities

- 4.1. General Health and Safety responsibilities can be found in the Somerford ARC Community Centre Health and Safety Policy.
- 4.2. Appointed roles:

#### Trustees

- Overall legal responsibility for the Fire Safety of Somerford ARC Community Centre.
- Ensure Fire Safety Policy is followed.
- Promote and encourage high standards of performance in the Fire Safety Policy

#### Office Manager

- Ensure everyday compliance with the requirements of the Fire Safety Order 2005.
- Ensure Fire Safety Policy is followed.
- Promote and encourage high standards of performance in the Fire Safety Policy
- To ensure the Fire Safety Policy is regularly reviewed and updated.
- Ensure employees, volunteers and hirers are provided with a copy of the Fire Safety Policy and understand its contents.
- Ensure Fire Safety training is completed.
- To arrange and practice a fire drill twice yearly.
- Drawing to the attention of the Trustees any matters s/he are unable to deal with. Correspondence regarding these matters to be marked **urgent**.
- Ensure staff, volunteers and hirers are given a copy of the fire evacuation plan.

#### Fire Safety Officer

- Ensure everyday compliance with the requirements of the Fire Safety Order 2005.
- Ensure Fire Safety Policy is followed.
- Promote and encourage high standards of performance in the Fire Safety Policy.
- To ensure the correct equipment is available Policy compliance.
- Drawing to the attention of the Office Manager any matters s/he are unable to deal with. Correspondence regarding these matters to be marked **urgent**.
- Providing and monitor an emergency plan of evacuation.
- Complete, maintain and review Fire Risk Assessment.
- Record Keeping.
- Manage the electrical installation for the building. Testing in accordance with regulations.
- Emergency lighting and signs to be tested once monthly.
- Weekly fire equipment checks.
- Ensure firefighter equipment receive an annual maintenance check by a certified person.
- Weekly fire door check.



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- Record any discrepancies during daily checks.

### Sovereign Housing Association

- Weekly fire alarm testing.
- Annual Fire safety check.

### All Staff and Volunteers

- Employees and Volunteers to be trained in the Fire Evacuation Policy.
- Employees and volunteers to be trained in using firefighting equipment.
- Ensure fire safety roles designated are clearly identified.
- Ensure fire exits, corridors and escape routes are clear from obstruction.
- In the event of a fire ensure a rapid notification and controlled eviction.
- Responsible for their own acts and the effect these may have upon the safety of themselves and others.
- Report any discrepancies to the appointed fire safety officer.
- Individuals are legally required to co-operate and work safely.

### Visitors and hirers

- Responsible for their own acts and effect these may have upon the safety of themselves and others.
- To comply with Fire Safety Policy of Somerford ARC Community Centre.

## 5. Fire Equipment

- 5.1. Employees, volunteers, and regular hirers will be instructed in the use of the fire extinguishing equipment.
- 5.2. All Firefighting equipment will be given regular maintenance checks by a certified person.
- 5.3. Visual checks to be carried out once weekly by our appointed Fire Safety Officer.
- 5.4. Firefighting equipment locations:

#### Fire Alarm Locations:

- Main entrance hall.
- Main hall.
- Passageway of offices

#### Fire Extinguisher Locations:

- Main entrance hall.
- Main hall.



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- Passageway of offices.
- I.T Suite.

## Fire Blanket Locations:

- Kitchen.
- Back office.
- Administrator's office.
- Office manager's office.

## 6. Means of Escape

- 6.1. Fire doors to be checked once weekly.
- 6.2. A daily check will be undertaken to ensure corridors/ escape routes are maintained and clear of obstruction.
- 6.3. A daily check of bins and storage should be carried out to avoid the accumulation of rubbish.
- 6.4. Hazardous materials will be identified and stored safely.

## 7. Records

- 7.1. All tests and checks to be recorded.
- 7.2. All discrepancies found during daily checks to be recorded and logged with action taken.

## 8. Electrical Equipment

- 8.1. All electrical equipment to be tested to ensure they meet Health and Safety Standards.
- 8.2. Staff and hirers are not permitted to bring their own electrical equipment onto the premises unless it has had a certified PAT test.

## 9. Training

- 9.1. All new staff and volunteers will receive an induction pack; induction will be recorded on their induction checklist.
- 9.2. Specific training will be arranged and recorded by the Office Manager.
- 9.3. Any Cost for specific training will be covered by Somerford ARC Community Centre.

## 10. Smoking

- 10.1. Smoking is not permitted inside or outside at the back of the building.
- 10.2. Staff, volunteers, hirers, and visitors are permitted to smoke using the designated areas.
- 10.3. Designated smoking areas:



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- In the carpark located at the front of the building on the right-hand side.
- Down the left passageway to the side of the building (staff only).

## 11. Substances

- 11.1. Identify any substances which require a COSHH assessment.
- 11.2. Employees and volunteers to be informed of any COSHH assessments.
- 11.3. Health and safety officer to check new substances can be used safely.
- 11.4. Inform, instruct, and supervise.

## 12. Signage

- 12.1. Fire exit signs lit and above relevant doors.
- 12.2. Fire evacuation Plans posted around the building **APPENDIX A**
- 12.3. Firefighting equipment instruction posted in relevant areas.

## 13. Fire Safety Procedure

- 13.1. The evacuation plan/ action to be taken will be displayed throughout the building. **APPENDIX A**
- 13.2. All Hirers and visitors will be made aware of this Policy and its implantation as a condition of hire.
- 13.3. Evacuation drills will be carried out twice per year.
- 13.4. A list of valuable items should be maintained to pass to the Fire Brigade for salvage purposes.

**Appointed Health and Safety Officer: Michael Bolt**

**Appointed Fire Safety Officer: Michael Bolt**

## Associated Policies

- Health and Safety Policy
- First Aid Policy

Reviewed September 2020

Signed:

Print Name: Christine Hopkins

Role: Chairman

Date: 08-04-2021



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## APPENDIX 1

### **Fire Safety** **On Hearing the Alarm**

**The hirer, their guests and all others present in the building MUST evacuate immediately.**

### **WHERE POSSIBLE EVACUATE TO THE PRIMARY ASSEMBLY POINT**

**Assembly Point is the Car Park in front of building.**

**Exit via the main front door and fire exit doors of our building and via the passage ways either side of the building making your way to the front of the building**

Hirers and all present in the building must ensure that they are fully familiar with the safety precautions and evacuation procedures of the Centre. Parents remain responsible for their own children

- The named hirer/ and any members of staff present are responsible for ensuring that all guests and parents are aware of evacuation procedure and assembly points and they remain responsible for ensuring their guests/parents and children evacuate
- No obstructions should be placed in gangways or in front of emergency exits, and such exits must be available for free access at all times
- Fire-fighting apparatus at the premises should only be used for its intended purposes and only by those trained to do so.
- **On hearing the alarm all those present in the building MUST evacuate immediately, even if no fire is apparent and call 999 immediately.**
- All should assemble at evacuation point and **MUST NOT** re-enter the building without the authorisation of the Fire Brigade or a member of the Community Centre staff
- For safety and fire prevention reasons, all activities undertaken, equipment used (including electrical) and the use of decorations and balloons must be discussed and agreed with the Centre Manager in advanced of the hire period.
- No highly flammable substances or materials, or activities which could pose a fire risk should be brought onto or used in any part of the premises, indoors or out. **This includes fireworks and smoke machines**
- **Smoking is not permitted inside or outside the back, passageways or in front of the building. Anyone wishing to smoke must *use the designated space that is clearly marked in the car park***