



Fire Policy and Procedures

The Old Slaughterhouse Heritage & Arts Centre

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Fire Safety Policy

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- Lead Staff Member is responsible for phoning and liaising with the fire brigade, and acting as Fire Marshal.

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, students, volunteers and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

2. Employee Duties

All employees and volunteers have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees and volunteers 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, students and visitors. All Staff, Volunteers or workshop attendees will be inducted and advised on our Fire Safety and Evacuation procedures.

3. Communication

All employees and volunteers will be kept informed either directly or via their line manager of any relevant changes to Fire Safety Procedures or Fire Risk Assessments. All Staff and

Volunteers will be inducted to the Fire Safety and Policy and Procedures on appointment. All Policies and procedures will be regularly reviewed and signed off at Board Level.

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 the relevant team member – in this case a Director or Manager.
- The fire evacuation procedure will be practised 4 times a year.
- A record will be kept of the date and the time taken to evacuate the building.
- It is noted that there are three distinct situations where different evacuations procedures are required,
 - Firstly when only members of staff and volunteers are in the building and we are closed to the public.
 - Secondly when we run open workshops.
 - Thirdly when we are open to the general public.

The Evacuation procedures will be practised for three scenarios.

- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new members of staff, freelancers, and volunteers 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 checked weekly by the Director, Manager or their 'responsible person'.

- Evacuation procedures are posted prominently and listed on our website, and within our H&S documents.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. (28th April 2015) If any employee notices defective or missing equipment they must report it to the Health and Safety Officer.
- Alarms are checked every 6 months by a suitable contractor and tested weekly.
- Emergency lighting is checked every 6 months by a suitable contractor and monthly by the Health and Safety Officer or their responsible person.
- The use of workshop registers will be used in the case of emergency during a workshop.

5. Emergency Evacuation Plan

If you discover a fire:

Raise the alarm immediately.

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.

If a workshop facilitator is running a session he/she should take the registers with them.

If we are open to the public – the clocking in sheet should be taken.

Inform the Health and Safety Officer/Lead Person as to the location of the fire.

Report to the assembly points for a roll call – The corner of Weatherspoons Pub on the opposite side of the service yard.

If you are with a visitor, ensure they accompany you. If possible, the lead person should bring the visitor's log book

- **If you hear the fire alarm:**

Leave the building immediately using the nearest available fire exit.

Report to the assembly point for a roll call.

If you are with a visitor, ensure they accompany you.

- **Persons responsible for taking roll calls are:**

- The lead person – Director / Workshop Facilitator or Manager

- **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 are Ali Allen or Karen Williams – or the person in charge of the session.

In the event that the fire alarm is a false alarm, then you must wait for the Fire Brigade to arrive before re-entering the building.

6. Assisted Evacuation (Personal Emergency Evacuation Plan)

- Any member of staff or student who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. This should be carried out with their support worker or helper.
- Completed PEEP forms are kept in the fire safety folder.
- Anyone with mobility issues will be evacuated according to their PEEPS.

This policy and procedure was adopted: July 15

Date for review: July 18