

# Fire Safety Policy & Procedures

## Contents:

### Fire Safety Policy

1. General Statement
2. Employees Duties
3. Communication
4. Procedures
5. Review

#### 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 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.

This policy will be regularly updated to reflect advancements in fire safety technology and changes in legal requirements.

#### 2. Employee Duties

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

All employees 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 and visitors.

- Employees should report any fire hazards or unsafe conditions immediately.
- Employees should familiarise themselves with the location of fire extinguishers, fire exits, and the evacuation assembly point.

#### 3. Communication

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

Fire safety updates will be communicated via email, team meetings, and prominently displayed on notice boards.

#### **4. Procedures**

The following procedures are in place to ensure high standards of fire safety:

##### **Fire Risk Assessments**

Fire risk assessments have been undertaken and are reviewed regularly.

However, other reviews will occur if there are changes that will impact on them. This may include alterations to the premises or new work processes.

Fire risk assessments will be conducted by a qualified fire risk assessor annually or more frequently if changes occur

##### **Staff Training**

The fire evacuation procedure will be practised at least every 6 months. A record will be kept of the date and the time taken to evacuate the buildings.

Post-drill debriefings will be held to discuss any issues and improve future evacuations.

Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes.

Regular staff will be given annual refresher training provided by White Rose Fire Safety.

##### **Escape Routes**

All escape routes shall be clearly signed and kept free from obstructions at all times.

Escape routes shall be checked weekly by the designated building fire marshal or their 'responsible person'.

Evacuation procedures are posted prominently throughout each premise.

Detailed floor plans showing escape routes are posted at key locations, including stairwells and exits.

##### **Fire Fighting Equipment**

All fire extinguishers will be serviced and maintained annually by Approved Fire Protection Ltd.

If any employee notices defective or missing equipment they must report it to the Clerk.

The relevant fire extinguishers are installed for the risks within this building & further training will be given on the use of fire extinguishers.

This policy is active and up to date as of 4<sup>th</sup> March 2026.

## **Fire Alarm Systems**

Alarms are checked every 6 months by R&S Security and tested weekly by the buildings fire marshal or responsible person.

False alarms should be reported to the Clerk, and an investigation will be conducted to identify the cause and prevent recurrence.

## **Emergency Lighting**

Emergency lighting is checked every 6 months by J.P. Glasby and monthly by the buildings fire marshal.

Faults identified during monthly checks should be reported immediately to the Clerk for prompt repair.

## **Fire Doors**

Fire doors are to be kept closed at all times and never wedged open.

They are to be inspected monthly by the buildings fire marshal or assigned persons.

## **Electrical Safety**

J.P. Glasby abides by the Electricity at Work Regulations 1989 by ensuring all electrical equipment within buildings is safe to use.

This is achieved by:

- Use within the manufacturer's instructions
- Electrical equipment testing is carried out by PATMAN
- IT equipment is checked/repared by Genius Tech when required

All electrical equipment is to be turned off at the mains sockets at the end of each day.

Employees should report damaged cables, faulty plugs, or overheating equipment immediately to the Clerk.

## **Cooking**

Where kitchen facilities have been provided, cooking should not be left unattended, equipment is to be turned off after use and toasters (where present) should be cleaned of crumbs etc regularly.

Ducting is to be cleaned on an annual basis by a professional cleaning contractor in accordance with TR19 guidance.

## **Portable Heaters**

The use of portable electric heaters must be strictly controlled.

Where temporary heating is provided in the form of portable heaters these should not be positioned under desks or near furniture.

This policy is active and up to date as of 4<sup>th</sup> March 2026.

Combustible items or refuse must not be stacked or placed near them.

All portable heaters should be located so that there is no possibility of their coming into contact with combustible material or flammable substances, including clothing worn by staff, or visitors.

They must not be positioned on escape routes and the use of portable heaters must be approved by the building manager.

### **Housekeeping and Storage of Combustibles**

Care be taken to ensure that combustible items (paper, card, clothing, wood), are kept away from all ignition sources and that any refuse or recyclable materials are disposed of frequently to secure external bins.

The storage of large quantities of paper records, especially if not filed in proprietary cabinets increases the fuel loading & fire hazard.

Monthly housekeeping inspections will ensure storage areas remain organised and free from fire hazards.

The means of escape provision is the most important Fire Safety requirement and should be maintained and protected at all times. Poor housekeeping can impede egress during an emergency.

Items that are a source of fuel, (paper, card, clothing, furniture, wood), or pose an ignition risk, and likely to increase the fuel loading or spread of fire, should not be located on any corridor, stairway or circulation route.

### **Windows and Doors**

Staff should ensure all windows and doors are secured and shut at the end of each day.

This helps reduce the risk of fire spreading as well as reducing the risk of arson through any open window.

### **Assisted Evacuation**

The Clerk will specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises.

Where appropriate, a PEEP (Personal Emergency Evacuation Plan) will be developed and the PEEPs will be reviewed annually or whenever changes occur in a staff member's condition or role.

### **Visitors and Contractors**

All visitors must be logged into the Visitors Book, located at the entrance to the building, on arrival on site and will be accompanied by a member of staff at all times throughout the duration of their visit.

Contractors must follow the buildings fire safety procedures and be fully briefed on escape routes before starting work.

This policy is active and up to date as of 4<sup>th</sup> March 2026.

## **Smoking Policy**

There is a strict no smoking policy throughout all areas of the building which is to be adhered to by every member of staff.

Smoking is only permitted within designated areas and non-compliance with the smoking policy may result in disciplinary action being taken.

## **E-Cigarettes & Chargers**

E-cigarettes may only be used in designated smoking areas. Charging devices must not be left unattended.

## **Personal Electronic Equipment**

Personal electronic devices may only be charged using approved chargers and must not be left charging overnight.

## **5. Review**

A regular review of this policy will be carried out to ensure all areas are being met and enforced as appropriate with any deficiencies to be addressed appropriately.

This policy will be reviewed annually, or sooner if significant changes occur and reactive reviews will take place following a fire safety event occurring.

A review will also be undertaken following a fire, changes to the premise's construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and role.

**Dated:** 9<sup>th</sup> February 2026  
**Approved:** 17<sup>th</sup> March 2026  
**Reviewed:** Annually

## Fire Safety Management Structure

<p>The person with the overall responsibility for fire safety: -</p> <p>Planning: Structure of organisation          Organisation: Setting objectives, policy and procedures          Control: Identify person responsible to tasks / actions          Monitoring: Checks and the implementation of standards          Review: Reviews of fire safety performance standards</p>		<p>Responsible Person:</p> <p>Sarah Youngman</p>
		<p>Position:</p> <p>Clerk/RFO</p>
↓		
	<p>The person with responsibility for fire safety risk assessment:</p>	<p>Competent Person:</p> <p>External: James          Internal: Sarah Youngman</p>
	<ul style="list-style-type: none"> <li>- Carrying out fire safety risk assessment</li> <li>- Review of fire safety risk assessments</li> </ul>	<p>Company/Job Title:</p> <p>External: White Rose Fire Safety          Internal: Clerk/RFO</p>
	<p>The person with responsibility for the maintenance programme:</p>	<p>Competent Person:</p> <p>Sam Fielder</p>
	<ul style="list-style-type: none"> <li>- Fire detection and warning system</li> <li>- Emergency lighting</li> <li>- Escape routes</li> <li>- Fire safety signs and notices</li> <li>- Fire resisting walls, partitions and doors</li> <li>- Firefighting facilities</li> <li>- Electrical appliances and premises installations</li> </ul>	<p>Position:</p> <p>Centre Manager</p>
	<p>The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.</p>	<p>Competent Person:</p> <p>Sarah Youngman</p>
		<p>Position:</p> <p>Clerk/RFO</p>
	<p>The person with responsibility for staff training:</p>	<p>Competent Person:</p> <p>Sarah Youngman</p>
	<ul style="list-style-type: none"> <li>- What to do in the event of fire</li> <li>- What to do upon hearing the fire alarm</li> <li>- Liaison with the fire service</li> <li>- Emergency shutdown procedures</li> <li>- Firefighting arrangements</li> <li>- The reason for good housekeeping practices etc</li> </ul>	<p>Position:</p> <p>Clerk/RFO</p>

## **Fire Evacuation Procedure**

### **Fire Marshalls: Sam Fielder and Sarah Youngman**

#### **INTRODUCTION**

Arnthorpe Parish Council has its own fire evacuation procedure tailored to the layout of this building and its use.

This procedure outlines the essential actions required to ensure the safety of staff, visitors, and contractors during a fire emergency.

All staff must familiarise themselves with the following procedures.

Fire evacuation information is:

- Provided during new staff induction.
  - Shared with contractors and visitors upon arrival.
  - Displayed prominently throughout the premises on **Fire Action Posters** located near fire alarm call points.
- 

#### **Evacuation for Staff and Visitors with Disabilities**

##### **Special Provisions:**

- Develop a **Personal Emergency Evacuation Plan (PEEP)** for any staff or frequent visitors with disabilities or temporary impairments.
- Review PEEPs regularly and ensure designated staff are trained to assist.
- Ensure evacuation chairs and other necessary aids are available and maintained.

##### **Temporary Arrangements:**

- Provide a buddy system for visitors with special needs who do not have a PEEP.
  - Ensure procedures are communicated clearly to all relevant parties.
-

## **Actions on Discovering a Fire**

### **1. Raise the Alarm**

- Activate the nearest fire alarm call point immediately.
- Shout "FIRE" to alert nearby colleagues if necessary.

### **2. Firefighting**

- **ONLY trained Fire Marshals** may attempt to tackle the fire using the appropriate extinguisher.
- Do not attempt to extinguish the fire if it puts you at risk.

### **3. Evacuate the Building**

- Leave via the nearest safe exit.
- Do not stop to collect personal belongings.
- Ensure visitors are escorted to the assembly point.
- Close doors behind you to prevent the spread of fire.

### **4. Call the Fire Brigade**

- Fire Marshals or designated personnel should dial **999** and provide clear details (address, type of fire, location, and any known hazards).

### **5. At the Assembly Point**

- Remain at the designated assembly point.
  - Do not re-enter the building until authorised by the Fire Service or Fire Marshals.
-

## **Actions on Hearing the Fire Alarm**

### **1. Evacuate Immediately**

- Leave the building using the nearest escape route.
- Do not use the lift; use stairs only.

### **2. Assist Others**

- Follow any responsibilities outlined in a **PEEP** for assisting individuals with disabilities.

### **3. Close Doors Behind You**

- Close doors as you leave to contain the fire.

### **4. Do Not Collect Belongings**

- Focus solely on a safe evacuation.

### **5. At the Assembly Point**

- Gather at the designated assembly point and await further instructions.
  - Do not re-enter the building until clearance is given.
-

## **Fire Marshal Responsibilities**

During an evacuation, Fire Marshals must:

### **1. Direct Evacuation**

- Ensure staff and visitors exit promptly and calmly.

### **2. Check All Areas**

- Inspect toilet facilities, storerooms, and other enclosed spaces to ensure no one is left behind.

### **3. Close Doors and Windows**

- If safe, close doors and windows to contain the fire.

### **4. Assist Disabled Persons**

- Ensure those with PEEPs are assisted according to their plan.

### **5. Roll Call**

- Conduct a roll call and report any missing persons to the Fire Brigade.

### **6. Liaise with Fire Brigade**

- Provide information on the fire's location, hazards, and any missing persons.
-

## Escape Routes

- **Primary Escape Route:** Main entrance
- **Secondary Escape Route:** Fire Exit in main hall or off the conservatory

Ensure all escape routes are clearly marked and kept free of obstructions at all times.

---

## Fire Extinguisher Points

- **Locations:** Main Office, Small Office, Entrance Lobby, Main Hall, Main Kitchen, Bar, Youth Club, First Floor Landing.
  - Ensure staff know the location and type of extinguishers and are trained to use them.
- 

## Fire Alarm Call Points

- **Locations:** Main Hall 1, Main Hall 2, Kitchen, Main Office, First Floor Landing, Conservatory, Youth Club, Entrance Lobby
  - Ensure Fire Alarm Call Points are clearly visible and accessible.
- 

## Assembly Point

- **Location:** Top Car Park (turn right out of main building and walk to furthest point of car park)
  - Ensure the assembly point is clearly identified and known to all staff, visitors, and contractors.
-

## Additional Procedures to Consider

### 1. Post-Evacuation Debrief

- Conduct a debrief after any evacuation to review performance and identify improvements.

### 2. Regular Drills and Training

- Schedule evacuation drills at least **twice per year**.
- Review and update training based on feedback.

### 3. After-Hours Evacuation

- Outline procedures for evacuations outside regular working hours.
- Identify staff responsible for ensuring after-hours safety.

### 4. Communication Plan

- Use a group messaging system or app to confirm roll calls and provide updates during emergencies.

### 5. Evacuation Signage and Maps

- Ensure evacuation maps are displayed on each floor and near exits.

### 6. Emergency Contact List

- Include key contacts:
  - **Fire Brigade:** 999
  - **Building Safety Officer:** Sarah Youngman, Clerk, Tel: 07731 474422
  - **Facilities Manager:** Sam Fielder (Contact number obtained from key staff)

---

## Review and Update

- Review evacuation procedures **annually** or when significant changes occur.
- Update based on feedback from drills and actual evacuations.

# Event Fire Safety at Armthorpe Community Centre

## 1. Purpose

This section sets out the fire safety arrangements for all events held within the Community Centre. It ensures that staff, volunteers, hirers, and visitors are protected from fire risks and that legal duties are met.

## 2. Scope

This section applies to all events and activities taking place on the premises, including:

- Community meetings and clubs
- Private functions and parties
- Classes and workshops
- Performances and social events
- Fundraisers and cultural events
- Activities organised by external hirers

It applies to both centre-managed events and those organised by third parties.

## 3. Responsibilities

### Centre Management / Responsible Person

The Responsible Person shall:

- Ensure suitable fire safety arrangements are in place for all events
- Maintain the building's fire safety systems
- Review event bookings for fire risk implications
- Provide hirers with fire safety information
- Monitor compliance during events where required

### Event Organiser / Hirer

All event organisers and hirers must:

- Follow the Community Centre's fire safety rules
- Carry out an event-specific fire risk assessment where required
- Ensure safe use of equipment and decorations
- Keep exits and routes clear
- Cooperate with centre staff in emergencies

### Staff and Volunteers

Staff and volunteers must:

- Understand emergency procedures

- Monitor safety during events
- Report hazards immediately
- Assist with evacuation if required

#### **4. Fire Risk Assessment**

A fire risk assessment shall be:

- Maintained for the building
- Reviewed when new activities or layouts are introduced
- Supplemented by event-specific assessments for higher-risk events

Assessments shall consider:

- Room capacity and layout
- Type of activity
- Electrical equipment
- Use of kitchens or hot appliances
- Decorations and staging
- Vulnerable users
- Access for emergency services

All identified control measures must be implemented before the event begins.

#### **5. Means of Escape**

For all events, the following must be ensured:

- Escape routes are kept clear at all times
- Fire exits are unlocked and usable
- Exit signage is visible
- Emergency lighting is operational
- Furniture and equipment do not obstruct routes

Maximum room capacities must not be exceeded.

Special arrangements must be made for users with mobility or sensory impairments.

#### **6. Fire Detection, Warning, and Fire-Fighting Equipment**

The Community Centre shall provide and maintain:

- Fire alarm system and call points
- Emergency lighting
- Fire extinguishers
- Fire blankets in kitchen areas

Before events, staff shall ensure:

- Equipment is accessible
- No items obstruct call points or extinguishers
- Faults are reported immediately

Hirers must not tamper with fire safety equipment.

## **7. Temporary Equipment and Layouts**

Where events involve changes to layout or temporary equipment:

- Stages, stalls, and displays must not block exits
- Seating and tables must allow clear escape routes
- Cables must be secured and protected
- Electrical equipment must be in good condition

All temporary arrangements must be approved by centre management.

## **8. Decorations and Flammable Materials**

For all events:

- Decorations must be fire-retardant where practicable
- Helium and/or Confetti Balloons are prohibited
- Candles, naked flames, and incense are prohibited unless authorised
- Flammable liquids and gases are not permitted without approval
- Waste must be removed regularly
- Storage areas must be kept tidy

Smoking and vaping are prohibited inside the building.

## **9. Emergency Procedures**

The Community Centre shall maintain written emergency procedures covering:

- Raising the alarm
- Calling the Fire and Rescue Service
- Evacuation routes
- Assembly points
- Staff and steward roles
- Assistance for vulnerable persons

These procedures shall be:

- Displayed on notice boards
- Included in staff training
- Provided to hirers when necessary

Event organisers must brief helpers and stewards before the event begins.

## **10. Training and Information**

Staff and volunteers shall receive regular training on:

- Fire prevention
- Alarm activation
- Evacuation procedures
- Use of fire-fighting equipment (where appropriate)

Hirers shall be provided with:

- Fire safety instructions
- Exit locations
- Assembly point details
- Emergency contact information – Caretaker on site

## **11. Event Supervision and Monitoring**

During events, centre management or nominated staff shall:

- Monitor crowd levels
- Ensure exits remain clear
- Check high-risk areas (kitchens, stages, storerooms)
- Control unsafe practices
- Manage any changes to layout

Unsafe conditions must be corrected immediately.

## **12. Higher-Risk Events**

Additional precautions shall apply to:

- Large gatherings
- Events involving cooking
- Performances with lighting or sound equipment
- Children's activities
- Events involving vulnerable adults

For such events, management approval and additional risk controls may be required.

## **13. Incident Reporting and Review**

All fire-related incidents, including:

- False alarms
- Small fires
- Near misses

- Equipment faults

must be reported to management and recorded.

Significant incidents shall be investigated and reviewed to improve future safety.

## **14. Records and Documentation**

The Community Centre shall maintain records of:

- Fire risk assessments
- Equipment maintenance
- Staff training
- Event approvals
- Incident reports

These records shall be kept in line with organisational and legal requirements.