



Saltford Community Association

Registered Charity Number 1162948

Fire Strategy Policy v4

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Fire Strategy Policy

1 Organisation of Fire Safety

The Salford Community Association (SCA) Management Committee has overall responsibility for Fire Safety at Salford Hall.

The responsible person delegated by the Committee to have day to day responsibility for implementation of this policy is: The Hall Manager, currently **Chris Pope**.

Duties to ensure:

- Any fire evacuation drills are carried out and documented appropriately
- Personal emergency evacuation plans are in place for any employees who may have difficulty exiting the building due to a temporary or permanent physical impairment.
- Customers with a physical impairment (i.e. wheelchair user) can exit the building safely in an emergency
- All fire safety precautions are communicated to employees and contractors where applicable
- Employees know the location and the basic operating procedures for the fire extinguishers provided. This is only in the event that extinguishers are needed as a last resort to enable a safe escape from the building.
- Take appropriate and effective action if a fire occurs including liaising with the Fire Brigade
- Ensure escape routes are available for use
- Identify hazards in the workplace, in particular their work area
- Ensure they fully understand local emergency evacuation plans
- Ensure they are aware and understand any Personal Emergency Evacuation Plans in place for disabled persons

The Fire Officer is currently David Sawyer, who is responsible for ensuring that fire assessments are executed at least every two years or at a frequency demanded by regulation. The fire Officer shall be considered the Competent Person and shall have suitable training, experience, knowledge and other qualities to be able to implement the role properly.

Duties to ensure:

- A documented fire emergency plan exists
- A fire risk assessment has been completed
- Actions that arise as a result of the fire risk assessment are closed off in a reasonable time and documented appropriately
- All fire alarm and emergency lighting tests are carried out as required and recorded on the fire log and retained in the Health & Safety file
- Fire safety training is undertaken where appropriate
- Creation and maintenance of a set of records relating to fire safety i.e. drawings, emergency plan, evacuation, risk assessments, COSHH details etc to be readily

available for inspection and use by those requiring the documents in the event of an emergency or evacuation.

- That the fire safety record should be kept in a specified place in the building, normally the office
- Creation and maintenance of an evacuation procedure that covers all buildings and rooms.

It is the duty of all users - hirers, visitors, employees and volunteers - to ensure they understand the fire evacuation procedures and to co-operate with the SCA Management Committee in keeping the premises safe.

New employees must receive fire induction on appointment by the responsible person as to what to do in the event of a fire, emergency exits, assembly points and locations of portable fire fighting equipment.

2 Introduction

The Fire Strategy policy provides guidance and some technical detail relating to fire safety equipment, features and procedures demonstrating how the SCA will maintain fire standards and compliance with the current UK fire legislation.

3 Aims of the Strategy

To safeguard all personnel on SCA occupied premises including visitors from death or injury in the event of a fire or associated explosion.

Minimise the potential for fire to occur cause damage to property and the environment.

Ensure compliance with all UK fire legislation;

- Undertake a fire risk assessment at each building; and reviewing this every two years
- Informing the fire risk assessment by the application of Building Regulations, fire engineering standards and evacuation analysis
- To ensure good management of fire safety so that fires are unlikely to occur; that if they do occur, they are controlled or contained quickly, effectively and safely
- If a fire does occur and develops everyone in the premises are able to escape to a place of total safety easily and quickly
- Ensuring that recommendations required by any fire risk assessment are completed in a reasonable time

4 Fire Prevention

4.1 Housekeeping

- I. Good housekeeping will lower the chances of a fire starting. Escape routes and fire doors must be kept clear at all times – any obstructions should be moved or reported to the Hall Manager immediately upon discovery.
- II. All waste/rubbish should be stored in bins provided and should not be allowed to accumulate. If bins are overflowing, this should be reported to Hall manager.
- III. Combustible materials should be kept to a minimum and separate from other possible ignition sources i.e. electrical equipment or heaters. Where necessary these should be stored in proprietary cabinets or racking in a dedicated store room or cupboard.
- IV. Main fire corridors to be kept clear of waste and temporary storage of furniture.
- V. Cleaning – helps prevent dust accumulation and build up of waste.
- VI. It is accepted that bulk refuse kept outside cannot be secured as hirers will be unable to dispose of rubbish.
- VII. All waste kept in the bin and any excess cleared away immediately.
- VIII. A waste collection contract has been for the collection of bulk refuse materials at suitable intervals.
- IX. All buildings are designated as No Smoking areas, in addition the lighting of candles and indoor fireworks by hirers are prohibited unless authorisation is given by the Hall manager and the Fire Officer and an assessment of the risk is conducted and noted.

4.2 Storage of Dangerous Substances

- I. Don't use dangerous substances unless absolutely necessary.
- II. Where possible, substitute highly flammable substances and materials with less flammable.
- III. Dangerous substances must be kept to the minimum to meet business needs and in accordance with suppliers advice and guidance and your COSHH Guide risk assessment: access to these materials should be controlled

4.3 Plant & Equipment Testing

- I. All plant and equipment must be regularly tested and maintained by a competent person in accordance with manufacturer's guidance and existing legislation. This will include kitchen extract systems, heating, cooling and ventilation systems.

4.4 Cooking Processes

- I. Cooking on the premises must only take place in the designated areas using facilities provided by the SCA and in accordance with the manufacturers/suppliers instructions
- II. Processes involving deep fat fryers should be provided with fire suppression blankets.

4.5 Electrical Safety

- I. Electrical equipment can be a significant cause of electrical fires in offices, only approved equipment supplied shall be used.
- II. Fixed wiring and Portable Appliance Testing will be carried out in accordance with relevant legislation and carried out by a qualified electrician appointed by the SCA.

4.6 No Smoking Policy

- I. Carelessly discarded cigarettes and other smoking materials are a major cause of fire and the SCA operates a No Smoking policy which should be adhered to at all times.
- II. Smokers must only smoke in a "designated" smoking area and ensure their cigarette is properly extinguished in the appropriate bins supplied.

5 Controlling the Spread of Fire and Smoke

5.1 Fire Separation

The building design will incorporate fire resisting structures normally ½ hour or 1 hour, which will include fire doors, walls, cavity barriers and floors. Where fire walls, breaks or barriers are breached by services, cabling etc holes must be made good with a suitable fire resisting materials by the company responsible for the works.

5.2 Smoke control

As the majority of people who die in fires are overcome by smoke and gases fire resisting structures are designed to also resist the passage of smoke, therefore fire doors and similar structures should not be wedged open.

5.3 Fire doors

- I. All fire doors on escape routes should open in the direction of escape and be fitted with simple fastenings that can be easily operated and ideally have a vision panel.
- II. Fire doors forming part of a compartment or fire barrier they shall have the appropriate level of fire and smoke resistance or smoke to match that of the fire barrier.
- III. Fire doors must not be propped open with wedges, extinguishers etc.
- IV. Their construction shall comply with all relevant standards, in particular BS5588/BS459.
- V. All fire doors should be inspected and maintained to ensure their integrity at a minimum of every two years at each fire inspection.

5.4 Portable Fire fighting equipment – extinguishers and blankets

- I. Sufficient portable fire fighting equipment will be provided to cater for the type of fire likely to occur in our buildings
- II. They should be positioned on escape routes, close to the exit from the room or floor or final exit door. You should normally not need to travel more than 30m to reach one.
- III. All fire extinguishers will be supplied and maintained by a competent contractor in accordance with the relevant British Standard.
- IV. Extinguishers should only be used if it is safe to do so.
- v. Extinguishers must be serviced/tested annually any found to be defective or out of date must be repaired or replaced immediately.
- VI. Light duty fire blankets will be fitted in all areas where cooking takes place, these should be checked regularly.

6 Safe evacuation

6.1 Building capacity / occupancy

- I. The number of persons using the premises shall be determined by Health and Safety legislation, Building Regulations or by using fire engineering calculations; this occupancy should not be exceeded.
- II. There will also be an appreciation of the use of the building by those with special needs such as the disabled.

6.2 Suitability of Escape Routes

- I. The premises will have been subject to Local Authority Building Regulations approval and the number and width of escape routes and exits will be enough for the anticipated number of people using the building.
- II. Escape routes will be checked in your buildings fire risk assessment and concerns should be highlighted to the responsible person.
- III. Escape routes shall be free from any obstruction, slip or trip hazards and shall be immediately useable at all times.

6.3 Emergency Lighting & Signage

- I. Signage shall be fitted to provide unambiguous guidance and information to anyone using the building/area who has authority to be in that location
- II. New or replacement signage shall be of the luminescent type (glow in the dark) and will be fitted to BS5266.
- III. Lighting is necessary to illuminate emergency escape routes, final exit doors and to assembly points.
- IV. Lighting should provide a sufficient level to show walkways, changes in direction and height.

6.4 Fire Action notices

- I. Fire Action notices should be displayed within the building providing specific information where persons are to go upon evacuation of the building.
- II. Location of assembly points must be noted on the fire risk assessment and fire action notices.

7 Information and training

Everyone has responsibilities under the legislation (responsible/competent person, manager, employer, employee) should be aware of their responsibilities. The Responsible Person must ensure that persons under their control have been given suitable and sufficient fire safety training.

Any training required will be determined by the level of knowledge and experience which the person with the responsibilities has and the extent of their responsibilities. All employees (including temporary/contract/agency employees) shall be given information, training and instruction on the fire safety measures to be taken or observed on the premises, including the action to be taken in case of fire.

Where appropriate, employees should receive training on physically assisting people during an evacuation and should know how to use any aids or equipment provided for this purpose.

Fire safety training shall be site specific and should include;

- Action to take on discovering a fire;
- How to raise the alarm and what happens then;
- The significant findings of the fire safety risk assessment;
- The measures that have been put in place to reduce the risk from fire;
- The identity of nominated persons with responsibilities for fire safety;
- Procedures for alerting visitors and members of the public including, where appropriate, directing them to exits;
- The arrangements for calling the Fire and Rescue Service;
- The measures in place to ensure a safe escape from the building and how they will operate;
- Personal emergency escape plans for disabled persons;
- The evacuation procedures to ensure all those in the building reach an assembly point at a safe place.
- Fire prevention and fire safety measures and procedures in the premises and where they impact on employees and others in the building;
- The location and, where appropriate, the use of fire fighting equipment as a means of facilitating escape.
- The location of the escape routes, especially those not in regular use;
- How to open all doors, including the use of any special fastenings;
- The importance of keeping fire doors closed to prevent spread of fire, heat and smoke;
- The importance of good housekeeping;
- The risk from flammable materials used or stored on the premises;
- How to stop any machines and processes or isolate power supplies, where necessary in the event of a fire.

8 Means of Early fire detection and warning.

A fire alarm system is installed in the main building with manual call points throughout the premises. In addition there are smoke or heat detectors appropriately located.

Any person discovering a fire should;

- 1) Sound the alarm
- 2) Call the Fire Brigade
- 3) Attack the fire if possible using the appliances provided

On hearing the fire alarm

- 4) Leave by the nearest available route
- 5) Close all doors behind you
- 6) Report to the assembly point which is the grassed area opposite the main entrance.

Do not take risks

Do not return to the building for any reason until authorised to do so

Do not use lifts

9 Review and audit

The Fire Risk Assessment must be reviewed as a minimum every two years by the Competent Person in liaison with the Responsible Person.

- The fire engineered risk assessment is undertaken by the Competent Person and is a detailed risk assessment of fire safety for that location in question. This document should be reviewed every two years to ascertain whether there are any significant fire risks present since it was last undertaken.

Significant risks would include

- Major changes to the building
- Significant increases in the number of people
- A blocked fire escape or fire door which had jammed
- A neighbouring operation which may cause significant risk to premises and staff i.e. storage of gas cylinders, petrol station built next door, route to fire assembly point compromised etc
- Fire risk assessments must be retained in the Office and circulated to the Mancom through the normal meeting procedure

10 Emergency Plan

All buildings must have a documented Emergency Plan, stated on the Fire Action Notices. The Emergency plan should be kept in a specified place in the building, with a copy held in the main office.

The Emergency plan should contain:

- fire risk assessment with building plan
- risk assessment for employees and visitors with physical impairment or special needs (EG Children)
- arrangements for contractors and temporary employees
- action on discovery of fire
- how the evacuation should be carried out
- procedure for checking the building has been evacuated
- arrangements for fighting the fire
- high risk areas (flammable and hazardous materials in confined spaces)
- notifying and liaising with fire services
- staged evacuation records
- control of vehicles
- A post evacuation plan phase i.e. return to building, recovering personal belongings, leaving site and inclement weather