



**Fire Safety Ltd**

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# **FIRE SAFETY POLICY AND EMERGENCY PLAN**



**WALKLEY COMMUNITY CENTRE  
7A FIR STREET  
WALKLEY  
SHEFFIELD  
S6 3TG**

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Accredited Fire Risk Assessor

# **THE WALKLEY COMMUNITY CENTRE**

## **FIRE SAFETY POLICY**

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# 1. STATEMENT OF INTENT

The Trustees of the Walkley Community Centre are committed to:-

- ✓ Providing services, premises and facilities that are safe from risk of fire.
- ✓ Complying with all statutory requirements.
- ✓ Assessing and controlling any fire risks that arise from the activities we carry out.
- ✓ Providing effective information, instruction and training to relevant persons such as persons who hire or lease part of our premises.
- ✓ Where we let parts of our premises to other organisations and bodies, to co ordinate, co operate and effectively communicate with all Responsible Persons matters relating to basic fire precautions.
- ✓ Ensuring safe working methods and where we provide equipment ensuring it is safe to use.
- ✓ Monitoring and reviewing systems and preventive measures to make sure they remain effective.

**We will rely on the support of all users of The Walkley Community Centre to meet these commitments.**

We will, so far as is reasonably practicable:-

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- Organise and arrange adequate means of giving warning in case of fire.
- Provide and maintain first aid fire fighting equipment.
- Provide appropriate instructions on the actions to be taken in the event of fire.
- Provide Emergency Plans stating the precautions to be observed and steps to be taken to protect people and property in the event of an emergency.
- Keep our fire risk assessment under constant review to ensure that appropriate measures are taken to protect all relevant people, buildings, installations and equipment from fire.

Signed: .....

Position: .....

Date: .....

## **2. ORGANISATIONAL CONSIDERATIONS**

### **2.1 DETAILS OF INDIVIDUALS' RESPONSIBILITIES**

#### **The Walkley Community Centre**

The Trustees are responsible for the management of Fire Safety and general Health and Safety issues in respect of the services and facilities provided by them at the The Walkley Community Centre. They shall provide and manage resources, and will oversee the effective planning, organisation, implementation, monitoring and review of fire safety matters in so far as reasonably practicable, and to the extent and limitations of financial constraints. Whilst the Trustees will as far as is reasonably practicable inform and instruct Centre users of the Fire and Health and Safety policies, arrangements and procedures, the Trustees cannot be held responsible for the activities of the The Walkley Community Centre users.

The Walkley Community Centre is a Limited Company, the Chair will be the "Responsible Person" as defined in the Fire Safety Order 2005.

The Trustees will delegate responsibility for the day to day management of fire safety matters and supervision of the fire precautionary measures and equipment to a Competent Person - the Chair.

The Chair will supervise the implementation of the Policy and in particular will:-

- Appoint competent persons as required to assist in the management of the fire safety arrangements on a day to day basis.
- Manage safe systems of work and procedures for contractors visiting the site.
- Create and maintain the Fire Emergency Plan.
- Protect the premises from the effects of arson and review security procedures regularly.
- Provide relevant volunteers and Centre users with basic fire safety awareness training as necessary appropriate to their role.
- Ensure that the Fire Emergency Plan is practised at least once per year.
- Consult with the Building Control Officer and the Fire Authority, if changes are proposed to the layout or structure of the building.
- Ensure electrical and gas safety tests are carried out and the findings are put into effect.
- Ensure that adequate tests, maintenance and training are carried out and recorded in a fire log book.
- Arrange for the testing and maintenance of all fire safety equipment.
- Provide adequate policies and procedures to ensure the safety of visitors or other users of the building with special needs.
- Make reasonable arrangements with others to bring the significant findings of the fire risk assessment and the Fire Emergency Plan, together with the summary checklist to the attention of all Temporary Responsible Persons using the premises.

### **2.1.1 Health and Safety Advisers**

The Trustees of the Walkley Community Centre may appoint competent persons as Safety Advisers as required to assist in the monitoring of their activities, measuring performance against known standards and accepted best practice and to carry out reviews of its fire safety performance to determine areas of weakness and actions required. Safety Advisers will work under the direction and control of the Chair.

### **2.1.2 Visitors**

Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures or permits to work.

***Failure to comply with such instruction may lead to them being asked to leave the The Walkley Community Centre.***

### **2.1.3 Contractors**

Contractors working on the premises must comply with the Fire Safety Policy and obey all instructions given to them in regard to fire safety by the Chair or other representative of the Trustees. They must also ensure that all personnel for whom they are responsible, including sub-contractors, are adequately trained and instructed in the fire safety procedures and arrangements.

***Failure to comply with such instruction may lead to action being taken against the contractor.***

### **2.1.4 Users of The Walkley Community Centre**

Persons using The Walkley Community Centre will be responsible for fire safety matters under their control.

Persons hiring The Walkley Community Centre on an occasional or regular informal basis will become Temporary Responsible Persons under the Fire Safety Order 2005. They will be made familiar with the Fire Emergency Plan and the Fire Safety Policy and will sign a record to confirm their understanding of it. They must ensure that all matters identified on the Users Checklist are monitored and supervised at all times. This includes numbers admitted, availability of exits, smoking, calling the emergency services if necessary and providing assistance to those with special needs.

### **3. ARRANGEMENTS**

#### **3.1 THE FOLLOWING ARRANGEMENTS WILL BE MADE IN ORDER TO IMPLEMENT THE FIRE SAFETY POLICY:-**

**3.1.1** The fire risk assessment and Fire Emergency Plan will be reviewed annually and more frequently as circumstances dictate, eg:-

- A fire or near miss.
- Changes are proposed to work processes or the way they are organised.
- The introduction of new equipment.
- Alterations to the building, including the internal layout.
- Substantial changes to furniture and fixings.
- The introduction, change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, eg fire-detection systems and alarm systems.
- Changes to the numbers of persons who may be admitted to the premises.
- The presence of people with particular need or disability.
- Special events - open days etc.

**3.1.2** The Walkley Community Centre's security arrangements will be constantly reviewed and any evidence of possible vandalism or arson attacks will be reported to the Police. The type of waste bins used and their proximity to the building will be kept under review to prevent the risk of fire spread from a vandal attack.

**3.1.3** All relevant staff, Trustees and volunteers of Walkley Community Centre who may have a role in the Fire Emergency Plan will receive basic fire safety awareness training on appointment and annually. They should receive training or instruction in respect of the following:-

- The science of fire.
- The growth, development and hazards of a fire.
- How to select and use fire fighting equipment.
- The fire safety arrangements and equipment.
- The Fire Emergency Plan.
- The management of an emergency.
- Calling and liaising with the Fire Brigade.
- Maintenance and testing of equipment.
- How to avoid and manage fire hazards.

- 3.1.4** Fire drills will be carried out once per year or more frequently for higher risk users such as the Pre-School Playgroup.
- 3.1.5** No changes will be made to the structure or layout of the structural elements of the Walkley Community Centre except under a formal application for Building Regulations Approval.
- 3.1.6** All electrical systems and installations will be tested every five years by a competent electrician and a certificate will be obtained, this will be kept in the fire log book.
- 3.1.7** All gas heating systems and appliances will be inspected and maintained annually by a competent person.
- 3.1.8** All portable electrical equipment will be subject to portable appliance testing by a competent person, this includes all extension leads and adaptors. Personal electrical equipment will not be brought into the Walkley Community Centre unless covered by a current Portable Appliance Test Certificate.
- 3.1.9** All fire safety equipment provided will be sited, tested and maintained in accordance with the appropriate National Standards. This includes:-
- Emergency escape lighting, (monthly tests and annual maintenance by a competent person in accordance with BS 5266-8).
  - Fire alarm, (daily inspection of the panel, weekly tests of the call points, six monthly maintenance and tests by a competent person in accordance with BS 5839-1).
  - Portable fire fighting equipment and fire blankets, (weekly checks, annual maintenance by a competent person in accordance with BS 5306).
  - Fire resisting doors, their seals and self-closing devices (monthly inspections).
  - The external fire escape.
  - Fire exit doors and their operating mechanisms.
  - Signs and notices.
- 3.1.10** All tests and maintenance of equipment and systems, all training and records of evacuation drills, all occurrences and near misses will be recorded in the fire log book which will be kept on site.
- 3.1.11** All contractors' competence will be assessed and methods statements will be agreed before commencing any work on site.
- 3.1.12** Reasonable arrangements will be made to keep under review any special needs of The Walkley Community Centre users and the risk assessment and facilities will be updated as required.

- 3.1.13** No flammable liquids or gases will be used or brought into the building except under a risk assessment carried out under the COSHH<sup>1</sup> and DSEAR<sup>2</sup> Regulations and if following the assessment such substances are found to be essential then appropriate risk control measures will be implemented in accordance with the Principles of Prevention. The significant findings of the risk assessment are to be brought to the attention of all Responsible Persons within the building.
- 3.1.14** Where rooms in The Walkley Community Centre are let out for private use without supervision, adequate steps will be taken to ensure that the user is aware of the Fire Emergency Plan and basic fire precautions, and their own legal duties in respect of fire safety. A simple checklist and aide-memoire will be used.

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<sup>1</sup> COSHH                      Control of Substances Hazardous to Health Regulations 2002  
<sup>2</sup> DSEAR                     Dangerous Substances and Explosive Atmospheres Regulations 2002



## **4. FIRE EMERGENCY PLAN**

### **4.1 OVERVIEW AND BACKGROUND**

- This document sets out the Fire Emergency Plan for The Walkley Community Centre. The Trustees have overall responsibility for the planning, organisation and fire safety arrangements in the building.

### **4.2. PERMITTED MAXIMUM NUMBER OF PERSONS**

Ruskin Hall Ground Floor	140 persons
Small Meeting Room Ground Floor	10 persons
Appleyard Room	60 persons
Snooker Hall	40 persons

**Subject to a Maximum Total in the Building of 140 persons and a maximum of 75 persons on the first floor at any time.**

### **4.3 BUILDING SAFETY SYSTEMS**

- For the purposes of the evacuation procedures there are three potential egress routes from The Walkley Community Centre.
- The assembly point for The Walkley Community Centre users will be in South Road near the junction with Fir Street.
- The main electrical switches are inside the small meeting room at the front of the ground floor.
- The gas main isolation valve is in the basement boiler room.
- The fire alarm control panel is adjacent to the main entrance on the ground floor.
- No deep fat frying is to take place in the kitchen. The cookers are provided only for the re-heating of food prepared elsewhere.
- No furnishings or fixtures are to be so arranged as to block or obstruct access to the exit routes.

## **4.4 FIRE AND EVACUATION PROCEDURES**

### ***On Discovering a Fire at Anytime***

- If any person discovers a fire they should raise the alarm by operating the nearest fire alarm call point.
- Only if the fire is small and if they have been trained to do so, persons may use the fire fighting equipment but should not take any personal risk.
- Otherwise close the door of the room involved and commence the evacuation procedures.
- The person responsible for hiring the building or room will carry out the role of Temporary Responsible Person and will co-ordinate and manage the emergency.

### ***Evacuation Procedures - On Hearing the Alarm***

- When a function is taking place on hearing the fire alarm any entertainment will cease immediately and the Temporary Responsible Person will direct the evacuation of the building.
- The Temporary Responsible Person or their assistants will immediately move towards the exits and say "This way please" repeatedly in a firm and authoritative manner.
- Encourage persons to leave the building using the nearest available exit, always moving away from any signs of fire, and report to the assembly point in South Road near the junction with Fir Street.
- All Responsible Persons should identify persons with special needs and offer assistance according to need.
- The Responsible Person shall ensure that the Fire Brigade is called by dialling 999 from a telephone in a safe area - ie mobile phone or kiosk.
- The Responsible Person shall meet the Fire Brigade on arrival and brief them of the location of the fire, show them the best point of access, any hazards such as chemicals or electrical hazards, the progress of the evacuation and whether any persons are missing or injured.
- If it becomes apparent that the incident is a false alarm a message should be passed to the Fire Brigade (one appliance will still proceed to check) at their discretion the senior person may authorise re-occupation of the building.
- If there is a fire or significant near miss the building should not be re-occupied without the approval of the Fire Officer or the senior person present.

# **THE WALKLEY COMMUNITY CENTRE**

## **FIRE EMERGENCY PLAN FOR HIRERS OF ROOMS**

### **RESPONSIBILITIES FOR SHORT TERM HIRE OF ROOMS**

As these premises are made available for community use and private hire, the fire safety responsibilities of all those leasing the premises must be fully understood and made clear in the contract of hire.

The Responsible Person for each event or function will need to be clearly established and documented, and their legal duties made clear to them by the Trustees.

The Temporary Responsible Person will need to make themselves aware of the layout of the premises and the fire safety provisions within the premises.

The Temporary Responsible Person is solely responsible for the premises and the safety and wellbeing of all persons attending their event and to liaise with other hirers in an emergency to ensure the safe and timely evacuation of the Centre and that the emergency services are called promptly.

The following instructions are part of the contract of hire and are provided by the Trustees to the hirer in order that they are made aware of their legal duties.

# PRE HIRE AGREEMENT

The following instructions are part of the contract of hire and are provided by the Trustees to the user in order to help make the Temporary Responsible Person aware of their legal duties.

**As the Responsible Person for the event you have legal duties with regards to the safety of those persons assisting with or attending the event.**

## ***Before the event or function you should consider:-***

- Your arrangements for fighting fire - is the equipment provided suitable and sufficient for any fire risks arising from your activities.
- All electrical appliances used in this building must be covered by a current Portable Appliance Test Certificate.
- The number of assistants you will need to help you and their specific responsibilities if there is a fire eg to ensure all persons leave the building, the toilets and other areas are checked and the room left safe.
- Your arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, children, members of the public and visitors.
- Who will stop any equipment/processes/power supplies that need to be stopped or isolated if there is a fire.
- Who will be responsible for calling the Fire and Rescue Service and any other necessary emergency services.
- Who will meet the Fire and Rescue Service on their arrival and notify them of any special risks, eg the location of highly flammable materials or persons missing.
- Your plans to deal with people once they have left the building in an emergency, especially children and old people, or those with special needs - consider traffic hazard and weather conditions.

## **NOTE**

No additional risks will be brought into the building without advance agreement, eg flammable liquids, pyrotechnics, naked flames, heaters, gas cylinders etc.

# **RUNNING YOUR EVENT**

***At the start of the event or function you should notify all those present about:-***

- The no smoking policy.
- The fire alarm sound - Sirens.
- Who is supervising the event and how to identify them.
- Location of exits and escape routes.
- The location of the assembly point.
- If the alarm sounds to leave the building immediately and not to re-enter the building until the Fire Service say it is safe.

**YOU SHOULD ALSO IDENTIFY ANY PERSONS WITH SPECIAL NEEDS SUCH AS USERS OF WHEELCHAIRS OR USERS WHO HAVE IMPAIRED EYESIGHT OR HEARING.**

***During the event or function you should ensure that:-***

- Escape routes and exits do not become blocked.
- The no smoking policy is adhered to.
- Kitchen rules are adhered to.
- No naked flames are permitted (unless pre authorised eg candles for table decorations).
- Where naked flames are present that combustible material is kept clear.
- Rooms and the building do not become overcrowded. The maximum is a total of 140 persons at any time in the building including 75 on the first floor. Room capacities are as follows: - 140 in the Ruskin Hall, 60 in the Appleyard Room, 40 in the Snooker Hall, 10 in the small meeting room.
- Noise levels are not so loud as to drown out the fire alarm.

***Fire safety rules for use of kitchen:-***

- The rules for the safe use of the kitchen are displayed on the wall.
- The kitchen should be used for the reheating of food prepared elsewhere.
- Frying, grilling and deep fat frying are specifically disallowed.
- All cookers to be supervised at all times they are in use.
- Make yourself familiar with the location of the gas and electricity isolation switches.
- Make yourself familiar with the location of the fire blanket and fire extinguishers and how to use them.
- Remove all rubbish and leave the kitchen as clean as you find it.
- The kitchen to be checked at the end of each function or event.

# THE WALKLEY COMMUNITY CENTRE

## Fire Emergency Plan for the Temporary Responsible Person

Date and Times of Event	Rooms in Use	Name of Hirers and Responsible Assistants	Signature

***Before the event or function you should be aware of:-***

Item	Details	Tick When Complete	Hirer Initial
1	Fire protection systems:- <ul style="list-style-type: none"> <li>• Fire doors at the head of the staircase - to hold back a fire and protect exit routes. Marked Fire Door Keep Shut.</li> <li>• Fire exits and routes - how to open exit doors.</li> <li>• Fire fighting equipment - location and type.</li> <li>• Lighting - location of switches.</li> </ul>		
2	How a fire will be detected:- <ul style="list-style-type: none"> <li>• Automatic fire detection system is installed.</li> <li>• Break glass alarm call points next to each exit.</li> </ul>		
3	How people will be warned if there is a fire:- <ul style="list-style-type: none"> <li>• Fire Alarm – continuous sirens.</li> </ul>		
4	What hirers should do if they discover a fire:- <ul style="list-style-type: none"> <li>• Close the door of the room where the fire is.</li> <li>• Raise the alarm by operating the nearest call point.</li> <li>• Evacuate the persons under their charge using the nearest available exit.</li> <li>• Call the Fire Brigade by dialling 999 - mobile or phone in another building.</li> </ul>		
5	How the evacuation of the premises should be carried out:- <ul style="list-style-type: none"> <li>• Keep your group together.</li> <li>• Ensure they all leave the building safely.</li> <li>• Check toilets if safe to do so.</li> <li>• Co-operate with any other user groups.</li> <li>• Report to the assembly point – Junction of Fir Street and South Road.</li> <li>• Report to the Fire Service on arrival.</li> <li>• Do not re-enter the building.</li> </ul>		

Item	Details	Tick When Complete	Hirer Initial
6	Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated:- <ul style="list-style-type: none"> <li>• Junction Fir Street and South Road.</li> </ul>		
7	Identification of key escape routes and exits:- <ul style="list-style-type: none"> <li>• Main entrance door - both leaves to be available for use.</li> <li>• Fire exit doors - one on each floor.</li> </ul>		
8	Arrangements for fighting fire:- <ul style="list-style-type: none"> <li>• Fire extinguishers provided at each exit - may be used to attack a small fire but take no personal risk.</li> <li>• Fire blankets in kitchen.</li> </ul>		
9	Any machines/processes/power supplies that need to be stopped or isolated if there is a fire:- <ul style="list-style-type: none"> <li>• Any equipment that you have brought into the building.</li> <li>• Kitchen equipment.</li> </ul>		
10	Specific arrangements, if necessary, for high fire risk areas eg use of kitchens:- <ul style="list-style-type: none"> <li>• Shut off all cookers before leaving the building.</li> <li>• Follow displayed kitchen rules at all times.</li> </ul>		
11	How the Fire and Rescue Service and any other necessary services will be called:- <ul style="list-style-type: none"> <li>• The person discovering a fire and during office hours the reception staff on hearing the alarm will ensure persons are briefed to call the Fire Service.</li> <li>• Call the Fire Brigade by dialling 999 - mobile or kiosk.</li> <li>• The Walkley Community Centre, 7a Fir Street, Walkley, Sheffield, S6 3TG.</li> </ul>		
12	Procedures for meeting the Fire and Rescue Service on their arrival and notifying them of any special risks, eg the location of electricity and gas main switches:- <ul style="list-style-type: none"> <li>• All marked with yellow and black signs.</li> <li>• Gas meter in basement boiler house.</li> <li>• Electricity mains in ground floor meeting room.</li> </ul>		
13	Limitation on numbers of people. Maximum permitted numbers total in whole of building 140 to include up to 75 on first floor. Maximum for rooms:- Ruskin Hall Ground Floor                      140 persons Small Meeting Room Ground Floor    10 persons Appleyard Room                                      60 persons Snooker Hall    40 persons		

**YOU MUST SHOW ALL YOUR HELPERS THIS DOCUMENT AND ENSURE THEY ARE ALL FAMILIAR WITH IT**