

## CARTERTON COMMUNITY CENTRE

### **General Fire and Safety Policy**

**(Re-assessed annually or in the light of experience)**

#### **Responsible Persons:**

- 1. Chairman Management Board**
- 2. Centre Manager (delegated)**

#### Electrical Equipment

1. All appliances will be tested by a competent electrician annually (PAT)
2. Hall hirers/users must provide certification (PAT) as appropriate for equipment brought into the building
3. The electrical installation for the building will be tested in accordance with regulations every 5 years (insulation)
4. Emergency lighting/exit signs will be tested on a monthly basis
5. The fire alarm system will be tested weekly (a different operating point each time)

#### Fire Equipment

6. Regular users of the hall will be instructed in the use of fire extinguishing equipment e.g. kitchen users in respect of fire blankets
7. All Fire fighting equipment will be given an annual maintenance check by a competent person
8. A visual check will be carried out weekly

#### Fire Routine

9. The evacuation plan/action to be taken will be displayed throughout the building in prominent positions
10. All Hirers/Users will be made aware of policy and its implementation as a condition of hire (see attached Safety Arrangements Policy)
11. A periodic evacuation drill will be carried out
12. A list of "valuable" items should be maintained to pass to the Fire Brigade for salvage purposes e.g. Computer

## Means of Escape

13. Fire doors will be checked weekly as to their functionality with a daily check to ensure they are not wedged open by users
14. A daily check will be undertaken to ensure corridors/ escape route are maintained clear of obstructions
15. Daily checks of bins and storage should be carried out to avoid the accumulation of rubbish
16. Hazardous materials (such as certain cleaning materials) will be identified and stored safely

## Records to be kept

17. Any discrepancies during daily checks
18. All other tests and checks recorded
19. All discrepancies to be logged together with the remedial action taken

## Training

20. Designated Centre staff to attend initial Fire and Safety training with refreshers as appropriate