

# Fire Procedure

<b>This document is relevant to:</b>	
Trustees	✓
Staff	✓
Volunteers	✓

## Purpose

To explain fire procedures.

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## Evacuation Procedure

On hearing the audible fire alarm, occupants should immediately leave the building by the nearest safe fire exit.

A member of staff should immediately call the emergency services and give the full postal address.

The Assembly Point is the front car park near to the road.

The appointed Fire Wardens (in their absence another member of staff will take charge) will ensure that the building is empty and will take the Fire Evacuation file (kept by the main door) with them. They will carry out a roll call and liaise with the emergency services.

Staff who have been trained to do so may attempt to use fire extinguishers to extinguish small fires provided it is safe to do so. At no time should their own safety be jeopardised. Staff not trained in the use of fire extinguishers should only use this equipment if it is necessary in order to enable them or another person to leave the building.

In the event of fire alarm activation, no person should attempt to return to the building until the fire officer in charge of the incident states that it is safe to do so.

## **Fire General**

All routes through the office must be kept free of obstructions. Any defects in escape routes, such as damaged carpeting, should be reported to the Business Manager immediately.

Smoking is not permitted inside the building.

Staff members and volunteers must report to the Business Manager immediately anything that could cause a fire hazard such as damaged electrical wiring.

Staff and volunteers are not permitted to bring their own electrical equipment into the office unless it has been suitably inspected and/or tested (please see attached advice from HSE).

All flammable materials must be used and stored in accordance with the relevant COSHH risk assessment. Excesses of flammable materials should not be stored on the premises.

All staff, Trustees, volunteers and visitors will be instructed regarding these rules and procedures as appropriate.

## Procedure Ownership

Procedure Name	Version	Doc ref
Fire Procedure	1.0	Fire Procedure

Date published	Date for next review
February 2016	February 2018

## *Approval and review status*

Approved by	Signature	Date

*Consult the Chief Executive for the latest version of this procedure.*

## Document Control

### *Reviewers*

Name	Position
Chris Price	Chair of Trustees
Ken Heap	Trustee
Claire Bridges	Staff

### *Change History*

Issue	Date	Author	Reason
1.0	Feb 16	Chris Price	New policy