


Fire Safety Policy		
Date Approved:	Authorised by:	
Review Date:	Signed:	
Page no: 1	Position:	

In the Event of Fire

- Persons discovering a fire should sound the nearest alarm.
- The first duty of all workers is to evacuate all people from the buildings by the nearest exit immediately after the fire is discovered.
- All persons must evacuate the buildings and where possible without personal risk, leave all doors/windows closed and retrieve any attendance/visitor logs if nearby.
- There are two fire assembly points. POINT A is at the picnic tables in the front car park and POINT B is the Pony Palace located behind the outdoor arena.
- No-one should leave the assembly point without the permission of a Fire Warden or designated member of staff.
- If a fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 or 112 and asking for 'Fire Brigade'.
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.


Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by the Caretaker during the first week of every month and entered in the log book provided.
- The Centre Manager will arrange for Fire Drills and Fire Prevention Checks to be carried out regularly.
- The last person securing the premises will ensure Fire Prevention Close-Down Checks are made of all parts of the premises at the end of a session.

Fire Prevention

Buildings have been assessed to ascertain:

- The number and width of escape routes to provide a ready means of escape from the premises.
- Emergency lighting and its maintenance.
- The most suitable way of raising an alarm in the event of fire.
- The contents of fire instruction notices.
- The numbers and types of fire extinguishers or other fire-fighting appliances provided.
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes.
- The maximum number of people who should be allowed on the premises at any one time.
- The escape routes kept usable.
- Seating and gangways in the arena and rooms arranged so as to allow free and ready access direct to fire exits.

Fire Safety Policy		
Date Approved:	Authorised by:	
Review Date:	Signed:	
Page no: 2	Position:	

- Exit doors always unlocked before the start of any session and kept unlocked until the last person leaves.
- Escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out.
- Escape routes and exit doors never allowed to become obstructed or hidden by chairs or curtains.

Equipment

- Fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms.
- Staff/duty officers are trained to use this equipment.
- Equipment kept in its proper position and always clearly visible and unobstructed.

Close-down checks

- No smouldering fires or cigarettes are left burning.
- Heaters and cookers turned off.
- Televisions and other electrical apparatus turned off and unplugged.
- Lights off.
- Internal doors closed.
- Outside doors and windows closed and secured.

Preventative measures

- Smoking not allowed on site.
- Heating appliances fitted with adequate and secure fire guards.
- Portable heaters are securely fixed and kept away from combustible materials. Precautions to ensure that convector type heaters are not covered with clothes and curtains.
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician.
- Sufficient socket outlets provided to obviate the need for long trailing flexes.
- Damaged leads replaced regularly.
- Any cooking operations supervised by a reliable person.
- All parts of the premises kept clear of waste and rubbish, particularly staircases, spaces under stairs, store rooms, attics and boiler rooms.
- All portable appliances to be checked annually by a qualified electrician.