

## Fire Safety Procedures

The following procedures are in place to ensure high standards of fire safety.

### 1. General Procedures

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Health and Safety Officers.
- The fire evacuation procedure will be practised once a year. A record will be kept of the date and the time taken to evacuate the buildings.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Stewards.
- All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstructions at all times.
- Assembly points are posted prominently on every corridor next to the Fire Alarm Call Point.
- Escape routes shall be checked weekly by the Health and Safety Officers.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to a Health and Safety Officer.
- Alarms are checked every 6 months by a suitable contractor and tested weekly.
- Emergency lighting is checked every 6 months by a suitable contractor and monthly by a Health and Safety Officer.
- All visitors must report to the admin office on arrival on site.

### 2. Evacuation Procedures at a function

- At any function there should be a person who has responsibility in case of a fire. They should be aware of these procedures and all call points, evacuation routes and assembly points
- All escape routes are clearly signed and should be kept free from obstructions at all times.
- Escape routes are clearly marked and evacuation points are posted prominently next to the Fire Alarm Call Points.
- **If a fire is discovered:**  
Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridor on every floor and can be activated by pressing hard against the glass with your thumb. Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut. Report to the assembly points for a roll call
- **If you hear the fire alarm:**  
Leave the building immediately using the nearest available fire exit. Report to the assembly point for a roll call. If you are with a visitor, ensure they accompany you.
- **Persons responsible for taking roll calls are:**  
Person in charge of function or a Health and Safety Officer.
- **Fire Alarm Status:**  
In the event that the fire alarm is for a genuine fire, then the person in charge must call the fire brigade as soon as possible.  
In the event that the fire alarm is a false alarm, then the person in charge should establish the cause before letting anyone re-enter the building.

### 3. Assisted Evacuation (Personal Emergency Evacuation Plan)

- Any member of staff or visitor who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation.
- People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.
- Anyone with mobility issues will be evacuated according to their PEEPS.