



Fire Safety policy

General Statement

At Wellies-On CIC we take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to Team Members, Centre Users, authorised contractors and visitors under the 2006 Replacing the Fire Precautions (Workplace) Regulations 1997 (as amended). These include then provision of a safe place of work where fire safety risks are minimised.

Staff Duties

All team members have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce to protect the safety and well being of our staff team, Centre Users, authorised contractors and visitors.

Communication

We will keep team members informed of any changes that are made to our fire safety procedures and fire risk assessments. We will also ensure that all visitors to our premises are made aware of the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety;

- A fire risk assessment has been undertaken which will be reviewed annually, this will be reviewed more frequently should any changes occur that may impact on its effectiveness.
- The fire evacuation procedures will be practised termly, it is the responsibility of each group leader to ensure this is the case.
- Training will be provided to all team members with regard to fire safety.
- All staff will be trained in the use of fire extinguishers.
- All new team members will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly sign posted and kept free from obstructions.
- All fire related equipment will be regularly serviced and maintained. If any team member notices defective or missing equipment they must report it to the manager.

Procedures in the event of discovering a fire

On discovering a fire;

- If you discover a fire raise the alarm immediately, (Ring the bell located on fence in car park whilst shouting "Fire")
- If you have been trained and you feel it is safe to do so, attempt to fight the fire using the equipment provided, in accordance with your training.
- If this fails or is unsafe to attempt, evacuate immediately. Ensure that no one is left in the area and close the doors behind you. In the event of a fire in the animal enclosures, open pen / enclosure gates to let animals out, only do so if this poses no direct risk to yourself or others.
- Ensure that you or the designated person has called the fire service.
- Ensure that the register and visitors book are checked against those present to account for all persons.

If you hear the fire alarm

- Immediately leave using the nearest available fire exit.
- Report to the assembly point for roll-call.
- If you are with a visitor, ensure they accompany you to the nearest available fire exit.