

COMMUNITY CENTRE FIRE SAFETY ARRANGEMENTS

Colehill & Wimborne Youth & Community Centre

(The Reef)

The property is subject to the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, Fire Safety (England) regulations 2022 and Fire Safety Act 2023 and are enforced by Dorset and Wilts Fire and Rescue Service.

ALL HIRERS MUST

- Make yourself familiar with these arrangements including the safety equipment, escape routes, evacuation points and assembly point.
- Ensure sufficient responsible people are briefed with this information to enable safe evacuation and assembly in the event of a fire, taking into account the level of assistance required by vulnerable people such as those with mobility problems, who may need help to evacuate.
- At the start of your booking brief anyone not familiar with the premises about the location of exits and the assembly point.
- Ensure you know how to operate a manual call point.
- Ensure that you have adequate First Aid cover for your event.
- Keep escape routes clear
- If any of the individuals who attend your sessions/events would require assistance in the event of an evacuation, you are responsible for preparing a Personal Emergency Evacuation Plan for them.

FIRE PROCEDURES

- **The property has a FULL EVACUATION policy.**
- In the event of a fire, raise the alarm, evacuate and go to the assembly point in the church car park.
- Do not use the lift in the event of a fire.
- **Anyone upstairs who is unable to use the stairs should wait at the top of the main stairs for assistance to arrive.**
- Report to the fire service on their arrival to brief them including details of any persons who are not able to use the stairs who have remained at the top of the main stairs.

The nearest fire station is Wimborne and has a response time of approx. 5-10 minutes. Emergency services should be called to any fire, or suspected fire, by calling 999. The nearest fire hydrant is located between St Michael's main church building and the church centre.

FIRE HAZARDS

- **Electrical.** Risk from the fixed electrical installation and from portable electrical appliances.
- **Smoking. No smoking or vaping is permitted anywhere on the premises.**
- **Arson.** The risk of arson is reduced by:
 - Limiting entry to the building.
 - Keep entry doors closed and set the alarm system when leaving the building.
 - Removing the fire load in the escape routes.
 - Removing flammable materials in close proximity to the building and available for ignition by outsiders.
- **Cooking.** Cooking is a high-risk activity. Do not leave cooking unattended.
- **Housekeeping.** Keep all flammable materials away from ignition sources. Do not allow an unnecessary accumulation of flammable materials or waste. Keep hazardous materials away from any heat sources. **No candles or naked lights are permitted.**

MANAGEMENT OF FIRE SAFETY

- **Fire doors** are fitted to stop the spread of smoke and flames and have been checked as part of a Fire Risk Assessment.
- **Emergency Lighting.** Emergency lighting is provided in all escape routes and is tested regularly. This allows for the illumination of the escape route if the mains power fails. Most emergency lighting will last for 3 hours and provide lighting for occupants to escape and emergency services to enter the building.
- **Signage.** Fire safety signage is provided in all communal areas.
- **Fire Alarms.** A fire alarm system has been installed to a class A category L3 BS5839-1 system.
- **Fire Extinguishers** are provided to the requirements of BS5306-8.
- All fire protection equipment is subject to a suitable testing and maintenance schedule.
 - Weekly checks of fire alarm system
 - Monthly checks of emergency lighting (10-minute test), escape routes, final exit doors and fire extinguishers
 - 6 monthly service of fire alarm system
 - 12 monthly service of fire alarm system, emergency lighting (3-hour test), checks of all fire doors.

BUILDING INFORMATION

General construction: Timber frame

External/ Internal walls (including any cladding): Cladding and render / Plaster

Roof: Pitched roof covered with tile. Flat roof above entrance porch.

Floors: Laminate

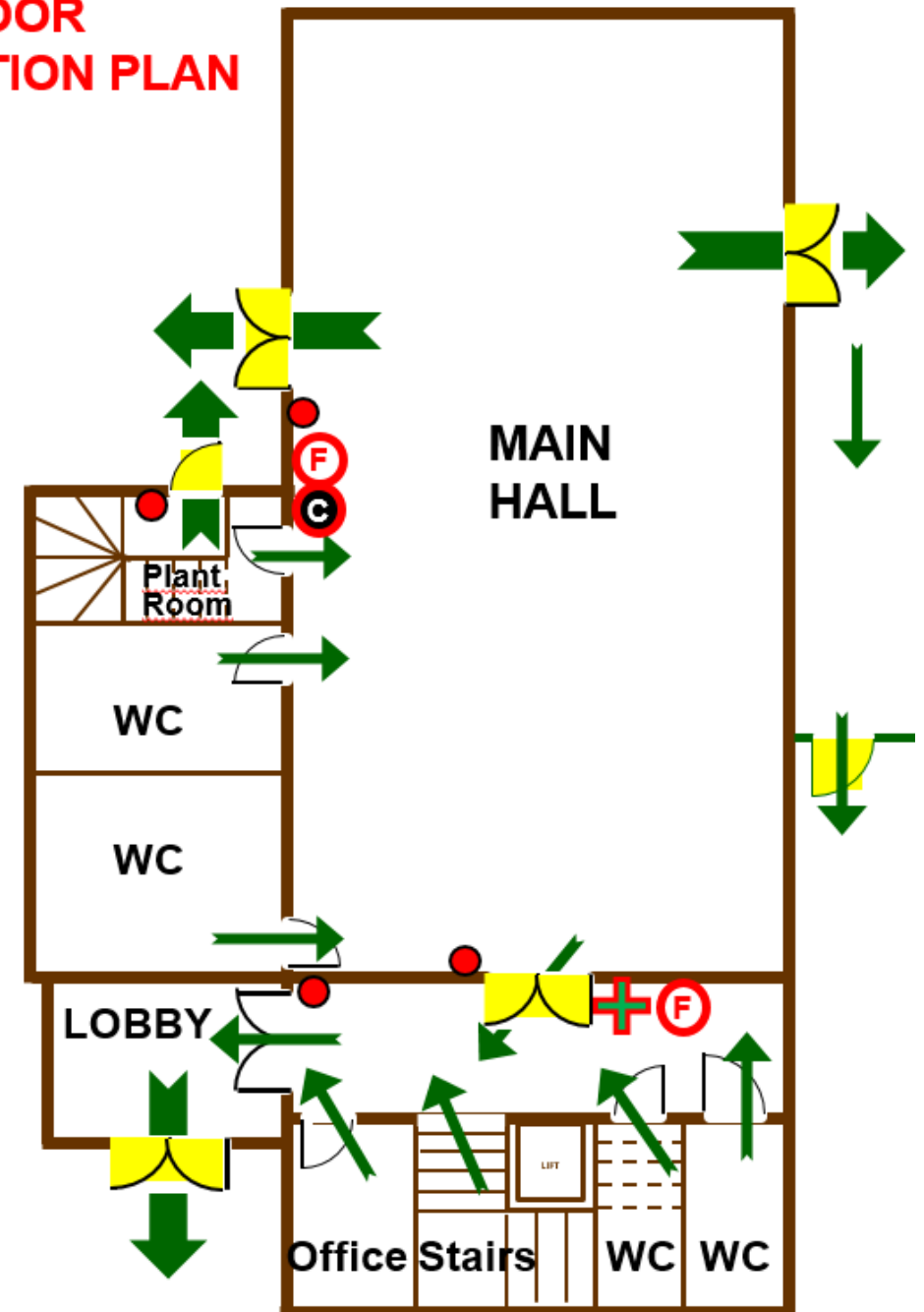
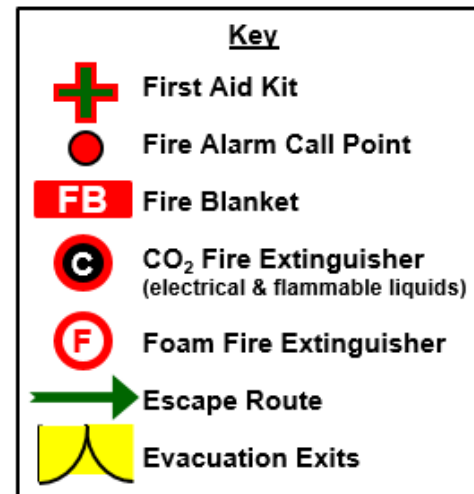
External windows: Double glazing

The building is used as a community centre hired by various commercial users, non-profit groups and for private events. The building operates a youth club 2 evenings a week. The building has 2 halls available for hire, a main hall downstairs with a maximum standing capacity of 200 and an upstairs hall & kitchen with a capacity of 60. There is a fire escape from the upstairs hall & kitchen.

GROUND FLOOR FIRE AND EVACUATION PLAN

In case of fire:

- Sound the alarm by breaking the glass on the nearest fire call point.
- Call the fire brigade by dialling 999.
- Evacuate the building via the nearest exit.
- Do not use the lift, anyone upstairs unable to use the stairs should wait at the top of the main stairs for assistance to arrive.
- If it's safe to do so, check no one is trapped in WCs, Offices or Store Rooms.
- Only attempt to tackle the fire with an extinguisher if it's safe to do so.
- **Report to the assembly point in the church car park.**



FIRST FLOOR FIRE AND EVACUATION PLAN

In case of fire:

- Sound the alarm by breaking the glass on the nearest fire call point.
- Call the fire brigade by dialling 999.
- Evacuate the building via the nearest exit.
- Do not use the lift, anyone upstairs unable to use the stairs should wait at the top of the main stairs for assistance to arrive.
- If it's safe to do so, check no one is trapped in WCs, Offices or Store Rooms.
- Only attempt to tackle the fire with an extinguisher if it's safe to do so.
- **Report to the assembly point in the church car park.**

