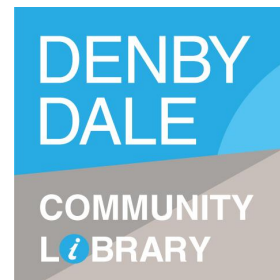


Fire Safety Policy and Procedures



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1. General statement

The Trustees take our fire and safety duties seriously. We have produced this policy to help us comply with our legal obligations to volunteers, lessees and visitors under the Fire Safety Order (2005). These include the provision of a safe place to work where fire safety risks are minimised. Due to its importance, this Fire Safety Policy forms part of our overall Health, Safety & Welfare Policy. Our priority at all times is the safety of individuals.

2. Duties

Overall responsibility for fire safety as it relates to the building rests with the Trustees. The Trustees are also responsible for ensuring that the DDCL volunteers know about this policy and these procedures.

The lessees are responsible for making sure their staff and volunteers know about this policy and procedures.

Responsibility for fire safety relating to the café and gift shop stock, including stock held in the store room, rests with The Kirkwood.

All volunteers, whether DDCL or The Kirkwood, and any employees of Kirklees Metropolitan Council or The Kirkwood who are working in the DDCL building have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. They are all expected to co-operate fully with this policy and these procedures and any others that may be introduced as a measure to protect the safety and well-being of volunteers, lessees and visitors.

3. Communication

This policy and procedures will be provided to all lessees. The policy and procedures will form part of the induction briefing for all DDCL volunteers.

Any changes to the policy or procedures will be brought to the attention of the lessees and the DDCLP volunteers.

4. Procedures

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

a) Fire risk assessment:

- A fire risk assessment was carried out by a professionally qualified person before the formal opening of the building and again in 2021.
- The fire risk assessment will be reviewed annually, or more often if there is a significant change to the occupancy or structure of the building. The annual review will be carried out by one of the Trustees or volunteers, depending on appropriate experience.
- The Trustees will review the updated fire risk assessment and may request an external assessment if they deem it necessary.

b) Fire equipment:

- A hard-wired fire alarm is provided. The alarm will be checked annually by a suitable contractor and tested monthly. Testing will be carried out by one of the DDCL Trustees or volunteers.
- Fire extinguishers are provided as indicated by the fire risk assessment. Fire extinguishers will be serviced and maintained annually by a suitable contractor.
- A fire blanket is provided for the kitchen.
- Fire safety notices are in place as indicated by the fire risk assessment.
- Any lessee or volunteer who notices defective or missing equipment must report it to one of the Trustees by entering it in the Day Book and phoning the first named contact.

c) Combustible materials and waste

- Combustible materials and waste must be stored safely.
- No dangerous substances will be kept in the building.
- The Kirkwood and DDCL volunteers will maintain high standards of housekeeping to make sure the risk of fire is low.

d) Evacuation

- All fire exits are clearly signed. They will be kept free from obstructions at all times.
- Evacuation procedures are posted next to the Fire Alarm Call Point.
- The fire evacuation procedure will be practised at least once a year, ideally twice a year. A record will be kept of the date and the time taken to evacuate the building.
- When the roller shutter is open, The Kirkwood volunteers are responsible for checking the stock room and ensuring that all The Kirkwood volunteers and any visitors to the shop have left the building safely.
- One of the volunteers, either The Kirkwood or DDCL, or the member of library staff should be the last person to leave the building and must check the Staff Room, public toilet and Plant Room for any remaining volunteers or visitors, providing it is safe to do so. Before opening any door, they should place their hand against it to ensure there is no fire in the room beyond.

e) Training

- All DDCL volunteers will be given induction training on how to raise the alarm and the available escape routes.

f) Recording

- Volunteers of DDCL [and staff or volunteers of the lessees] must be logged on their attendance sheets when they arrive at the building and sign out when they leave.
- All records of risk assessment, tests, checks, certificates and any remedial works will be held in the Health, Safety & Welfare File.

5. Emergency evacuation plan

a) If you discover a fire:

- Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. The Fire Alarm Control Point is next to the emergency fire exit at the library end of the building. If this cannot be reached safely, call **Fire, Fire, Fire** loudly.
- Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to close windows or doors.
- If The Kirkwood volunteers are in the building, one of them should take their attendance sheet with them.
- If DDCL volunteers are in the building, the Kirklees member of staff should take their attendance book with them (or one of the volunteers should, if no staff member is present).
- Report to the assembly point for a roll call. The assembly point is over the road in the parking area for the solicitors. Use the pelican crossing.

b) If you hear the fire alarm:

- Leave the building immediately using the nearest available fire exit.
- If you are a volunteer in the shop, cafe or library, make sure that any visitors to that area come with you.
- If the roller shutter is up, one of The Kirkwood volunteers must check the stock room.
- The member of library staff, one of the DDCL volunteers or one of the Kirkwood Hospice volunteers must check the Staff Room (including the toilet), the public toilet and the Plant Room. If the library is staffed, this should be done by one of the library team. This person should bring the Fire Safety Management File from the Plant Room to the assembly point if they are able to access it safely.
- Report to the assembly point.

c) At the assembly point:

- The volunteers and any member of library staff will get together and review the attendance sheets and the checking of the various rooms to ensure everyone is out of the building.

d) Fire alarm status:

- If the fire alarm is for a genuine fire, one of the volunteers or staff member must call the fire brigade by dialling 999.
- If it is a false alarm, the volunteers/staff members must establish the cause before allowing anyone back into the building.

e) Before the Fire Brigade arrives:

- If there is a fire and a volunteer is present who has received appropriate training, they can make use of the fire extinguishers to put out the fire. DDCL does not provide this training to its volunteers and does not expect them to attempt to fight a fire.
- No volunteer should place themselves at any risk.

f) Assisted evacuation (personal emergency evacuation plan)

- Any volunteer 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. The volunteer is responsible for identifying the need for a PEEP and for alerting other volunteers to the fact that one is in place. Completed PEEP's are kept in the Health, Safety & Welfare File.