



## **FIRE SAFETY POLICY**

### **Introduction**

Cove Burgh Hall (“CBH”) is a charitable company that owns and runs the Cove Burgh Hall (“Hall”) for the beneficial use of the local community. The following Fire Safety Policy sets out the terms under which CBH undertake the to control, record, and management all elements that have the potential to contribute to Fire Safety Risk.

### **Legal Context**

CBH considers that good fire safety is a matter of the utmost importance. The Board shall do all that is reasonably possible to meet their obligations under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006.

### **Procedures**

#### **1. General**

- 1.1 Under the direction of the Board, the Chair, or Deputy, shall have overall management responsibility for fire safety within the building.
- 1.2 The Chair shall convene a group (the Fire Safety Team) to ensure the implementation of this Policy and any works that result therefrom. The Fire Safety Team shall meet at least annually.
- 1.3 At each Board meeting, the Chair shall report the status of fire safety in the building and shall initiate the action necessary to ensure the continuing safety of persons using the building.
- 1.4 This Fire Safety Policy shall be reviewed on an annual basis, and at any other time as may be required due to material changes in the structure of the building, the nature of hires taken, or fire safety performance.
- 1.5 The Fire Safety Policy is part of the Conditions of Let and Hirers shall comply with their obligations determined hereunder.
- 1.6 In formulating, implementing and maintaining this Policy, the “Practical Fire Safety Guidance for Places of Entertainment and Assembly” as found at [www.infoscotland.com](http://www.infoscotland.com) shall be followed.

#### **2. Fire Safety Risk Assessment**

- 2.1 A Fire Safety Risk Assessment shall be carried out by the Fire Safety Team annually and at other times as may be required due to material changes in the building, changes in the nature of hires taken, the installation of new equipment, concerns over fire safety performance or the presence of contractors working in the building.
- 2.2 In conducting a Fire Safety Risk Assessment the guidance set out in chapter 4 of the “Practical Fire Safety Guidance for Places of Entertainment and Assembly” as found at [www.infoscotland.com](http://www.infoscotland.com) shall be followed.
- 2.3 Records shall be maintained of each Fire Safety Risk Assessment and in the event any required work is identified, the dates of the completion of such work.

### **3. Fire Action Plan**

- 3.1 The Fire Action Plan shall set out the actions to be taken by any person discovering a fire and the actions to be taken by a person hearing the fire alarm.
- 3.2 Any person discovering a fire shall:
- Sound the fire alarm at the nearest break glass call point;
  - Telephone “999” for the fire brigade and other emergency services required; and
  - Attack the fire using the appropriate fire extinguishers if competent to do so and for as long as it is considered safe to do so.
- 3.3 On hearing the fire alarm, a person shall:
- Leave the building by the nearest available emergency exit;
  - Close any doors behind them; and
  - Report to the assembly point, being the bus shelter in the car park.
- 3.4 On hearing the fire alarm, a person should not:
- Delay evacuation to collect personal items; and
  - Return to the building until told it is safe to do so by a competent person.
- 3.5 If, for any reason, the fire alarm does not sound when triggered, the person triggering such alarm shall immediately advise all persons to vacate the premises as if the alarm had sounded. The person shall delegate others to assist in such an event should such be necessary (for example if more than one hire is in the building).
- 3.6 The Fire Action Plan shall be displayed in each letting room and adjacent to each fire alarm break glass call point.

### **4. Hirer Responsibilities**

- 4.1 A Hirer must have access to a working mobile phone at all times during a let so that “999” may be called in the event of an emergency.
- 4.2 At the start of a let the Hirer shall:
- Unbolt the Main Hall double doors where the Main Hall is to be used, and unbolt the Entrance Door where the let is for more than 30 persons;
  - Check the location and availability of the nearest fire extinguishers to the let rooms;
  - Advise attendees of the locations of the relevant emergency exits and the assembly point and shall draw attendees attention to the Fire Action Plan notice in the let room;
  - In the event of disabled persons, vulnerable persons, or children being attendees, delegate adult, able-bodied persons to assist such persons in the event evacuation of the building is required;
  - In the event disabled persons being attendees, ensure escape routes are planned for such persons and sufficient space is kept clear to allow such escape;
  - In the event the let is a larger gathering (such as a dance or seated entertainment), delegate sufficient able-bodied adults to act as stewards to assist in evacuation if required.
- 4.3 During a let the Hirer shall ensure:
- Emergency exits are kept clear of obstructions at all times;
  - No part of the automatic fire alarm system is disabled for any reason;
  - no smoking takes place within the building in compliance with the law of Scotland and that, in the event attendees go outside to smoke, used smoking materials and matches are disposed of outside the building;

- Where the kitchen is used for heating food etc., such heating is supervised at all times;
  - Self-closing doors are not wedged open except by using the door stoppers fitted; and
  - In the event of a fire or other emergency, the provisions of the Fire Action Plan are followed; all attendees are accounted for at the assembly point; and the building is checked (to the extent safe to do so) to ensure the building is clear of persons.
- 4.4 At the end of a let the Hirer shall ensure:
- All lights are switched off and all electrical appliances are switched off and plugs removed from their wall sockets;
  - All refuse is removed from the building (if possible by being taken home and recycled as appropriate), and where the Hall bins are used, refuse is placed in securely tied black bags; and
  - All doors are shut (and bolted in the case of the Main Hall double doors and the front Entrance Door).
- 4.5 In the event the building is evacuated, the Hirer shall account for attendees to the rescue services and shall provide any details known of the incident, and any special dangers known.
- 4.6 In the event the hire involves persons not familiar with the building who are there as entertainers using the stage and/or dressing rooms, the Hirer shall ensure:
- No materials or equipment are placed on the stage or in the dressing rooms in such a way as to obstruct the emergency exits, or routes thereto;
  - Any electrical equipment to be used has been maintained and protected in accordance with manufacturers' instructions; and
  - Such persons are aware that they must stop playing any music immediately the fire alarm sounds and that any electrical equipment is switched off.
- 4.7 For the purposes of this Fire Safety Policy, the CBH representative making a booking for a Live @ CBH Event shall be considered as a Hirer.

## 5. Hallkeeper Responsibilities

- 5.1 The hallkeeper designated for a particular let shall:
- Unlock the relevant facilities hired and check that doors to other parts of the building are locked;
  - Check that emergency exits are clear of any obstructions and combustible materials and that self closing doors are operating properly;
  - Check the automatic fire alarm control panel light is green (indicating the system is active and working normally);
  - Check the central heating is working normally;
  - If required, switch on the self flushing tap for the gents toilets in the Main Hall store room; and
  - Make the Hirer aware of the Fire Action Plan and Hirer Responsibilities notices in the let room.
- 5.2 At the end of the let, the hallkeeper shall:
- Check the Hirer has complied with the obligation to leave the building as found, and to the obligation under clause 4.4 above;
  - Ensure materials to be stored are stored correctly; and
  - Ensure all lockable doors are locked (and bolted).

- 6.1 Annually, the Fire Safety Team shall hold a fire safety-training day for the Board of Directors, team leaders, representatives of Hirers and hallkeepers.
- 6.2 At the fire safety-training day, the Fire Safety Team shall seek input from Hirers towards improving fire safety.
- 6.3 The training day shall include inter-alia:
- The provisions of Clauses 3, 4 and 5 hereto;
  - Operation of fire extinguishers;
  - The operation of the automatic fire alarm system;
  - Fire Safety Risk Assessments;
  - The importance of good housekeeping and the correct storage of materials and equipment; and
  - The operation of the emergency exits.

## **7. Fire Drills**

- 7.1 The Fire Safety Team shall conduct fire drills at least twice per annum.
- 7.2 The fire drill shall be designed so that each drill involves different hire groups and the use of different emergency exits, and shall be undertaken at different times of day.
- 7.3 During the fire drill, the Fire Safety Team shall monitor compliance (or otherwise) with the Fire Action Plan.
- 7.4 The Fire Safety Team shall review the results of each fire drill and instigate any changes to this Policy seen as required or other work as may be required.

## **8. Fire Safety Checks**

- 8.1 Daily checks of the operation of fire safety measures shall be those carried out under Clause 5.1.
- 8.2 On a weekly basis a member of the Fire Safety Team shall:
- Activate a break glass call point to ensure the automatic fire alarm system is operating (using a different call point each time so that all call points are triggered sequentially);
  - Check that all Fire Action Plan and Hirer Responsibilities notices are in place and legible;
  - Check emergency exits are operating normally; and
  - Check all self-closing doors are operating normally.
- 8.3 On a monthly basis a member of the Fire Safety Team shall:
- Carry out a functionality test of all the emergency lighting systems; and
  - Visually check fire extinguishers to ensure no obvious faults.
- 8.4 On a six monthly basis the Fire Safety Team shall:
- Carry out the servicing and preventative maintenance of the automatic fire alarm system (including the smoke and heat detectors) recommended by the manufacturer; and
  - Conduct the discharge test on emergency lighting recommended by the manufacturer.
- 8.5 On an annual basis a suitable specialist shall:
- Carry out maintenance of the portable fire extinguishers and provide a report on same;
  - Conduct the discharge test of emergency lighting recommended by the manufacturer;

... system (including the smoke and heat detectors) recommended by the manufacturer; and

- Undertake PAT testing of all portable electrical equipment.

## 9. Record Keeping

9.1 A fire safety record book shall be maintained to include:

- The current Fire Safety Policy;
- The latest Fire Risk Assessment and the completion dates of any work required as a result;
- A copy of the Fire Action Plan;
- The Hirer Responsibilities notice;
- The details of fire safety training;
- The details of fire drills carried out;
- The weekly, monthly, six-monthly and annual checks carried out under Clause 8;
- PAT testing results; and
- A plan showing the locations of the fire alarm system components, fire extinguishers, emergency lights, and emergency exits.

9.2 The fire safety record book shall be kept adjacent to the fire alarm system control panel to be available for inspection at any time (with a duplicate kept in a safe place other than in the building).

9.3 All records relating to fire safety shall be retained for at least three years.

## 10. Availability

This policy, and contact details of CBH representatives can be viewed the CBH noticeboard and on the CBH website – [www.coveburghhall.org.uk](http://www.coveburghhall.org.uk)

## 11. Monitoring and Review

The Board shall review this policy annually (or at other times as required) and amend as necessary. The Board shall also review any incident that occurs where the fire alarm has been set off and/or emergency services have been called to determine if any further actions are required.

### Appendices:

- Fire Action Plan notice
- Hirer Responsibilities notice

<b>Policy</b>	Fire Safety
<b>Signed by Chair on behalf of Board</b>	<i>A.J.Morrison</i>
<b>Approved by Board</b>	March 2, 2017
<b>Review Date</b>	March 2018
<b>Associated Policies</b>	Conditions of Let, Health & Safety

Cove Burgh Hall, Shore Road, Cove, G84 0LY  
[www.coveburghhall.org.uk](http://www.coveburghhall.org.uk)

Company Limited by Guarantee registered in Scotland: SC217153. Charity registered in Scotland: SC031296

# **FIRE** **ACTION PLAN**

## **ANY PERSON DISCOVERING A FIRE:**

- 1 SOUND THE ALARM.**
- 2 ON YOUR MOBILE CALL “999” OR “111” FOR FIRE BRIGADE AND OTHER EMERGENCY SERVICES.**
- 3 ATTACK THE FIRE USING EXTINGUISHERS IF IT IS SAFE TO DO SO.**
- 4 IN THE EVENT THE ALARM FAILS TO SOUND, ENSURE ALL PERSONS IN THE BUILDING ARE ADVISED TO LEAVE THE BUILDING**

## **ON HEARING THE FIRE ALARM:**

- 1 LEAVE THE BUILDING BY NEAREST EMERGENCY EXIT**
- 2 CLOSE ALL DOORS BEHIND YOU**
- 3 REPORT TO ASSEMBLY POINT AT BUS SHELTER IN CAR PARK**

## **DO NOT:**

- 1 DO NOT DELAY EVACUATION TO COLLECT PERSONAL ITEMS.**
- 2 DO NOT RETURN TO BUILDING UNTIL TOLD IT IS SAFE TO DO SO.**



Start of Let:

- The Hirer must have access to a working mobile phone at all times during a let so that “999” or “111” may be called in the event of an emergency.
- Unbolt the Main Hall double doors where the Main Hall is to be used, and unbolt the Entrance Door where the let is for more than 30 persons.
- Check the location and availability of the nearest fire extinguishers to the let rooms.
- Advise attendees of the locations of the relevant emergency exits and the assembly point and draw attendees’ attention to the Fire Action Plan notice in the let room.
- In the event of disabled persons, or children being attendees, delegate adult, able-bodied persons to assist such persons in the event evacuation of the building is required.
- In the event disabled persons being attendees, ensure escape routes are planned for such persons and sufficient space is kept clear to allow such escape.
- In the event the let is a larger gathering (such as a dance or seated entertainment), delegate sufficient able-bodied adults to act as stewards to assist in evacuation if required.
- In the event the hire involves persons not familiar with the building who are there as entertainers using the stage and/or dressing rooms, ensure:
  - ❖ No materials or equipment are placed on the stage or in the dressing rooms in such a way as to obstruct the emergency exits, or routes thereto;
  - ❖ Any electrical equipment to be used has been maintained and protected in accordance with manufacturers’ instructions; and
  - ❖ Such persons are aware that they must stop playing any music immediately the fire alarm sounds and that any electrical equipment is switched off.

During Let:

- Emergency exits are to be kept clear of obstructions at all times.
- The automatic fire alarm system must not be disconnected for any reason.
- In accordance with the law of Scotland, ensure no smoking takes place within the building and, in the event attendees go outside to smoke, used smoking materials and matches are disposed of outside the building.
- Candles may not be used (other than “night light” candles in non-flammable containers) and “party poppers” or any other explosive/burning items must not be set off.
- Where the kitchen is used for heating food etc., such heating must be supervised at all times.
- Self-closing doors must not be wedged open, except by using the fitted door-stoppers.

In the Event of a Fire or Other Emergency:

- The provisions of the Fire Action Plan are to be followed.
- All attendees are to be accounted for at the assembly point.
- The building should be checked (to the extent safe to do so) to ensure it is clear of persons.

End of Let:

- All lights and electrical appliances are to be switched off and plugs removed from wall sockets
- All refuse is to be removed from the building (if possible by being taken home and recycled as appropriate), and where the Hall bins are used, refuse is to be placed in securely tied black bags.
- Check all doors are shut (and bolted in the case of the Main Hall double doors and the front Entrance Door).