



The Bolton Woods Centre

## **Fire Policy**

Fire plan and Emergency Arrangements

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## Introduction

The master copy of the building fire plan and records will be kept in the main centre office.

The aim of a fire plan is to inform people of their responsibilities for safety and duties of the fire wardens, and other responsible persons.

## Register of occupiers

<b>Building</b>	<b>Occupiers Name</b>	<b>Type of business</b>
The Bolton Woods Centre	1 storey premises	Community setting

## Fire warden appointments

<i>Nathan Wilson</i>	<i>Overall responsibility</i>
<i>Joanne Watts</i>	<i>Fire Warden</i>
<i>Julie Whiting</i>	<i>Fire Warden</i>
<i>Hamid Miah</i>	<i>Fire Warden</i>

## The aim of the fire plan

The aim of the fire plan is to:

- Avoid loss of life
- Minimise damage to property.
- Inform the occupants and visitors with the position of the firefighting equipment and escape routes to be used in case of fire

The vast numbers of people who are killed by fire annually are usually trapped, then overcome by smoke. They become trapped either through insufficient exits provided, someone carelessly blocking exits that are provided, or because they are not warned of an outbreak of fire soon enough.

The fire plan is designed to provide information for:

- The occupants of the building
- The fire services

You can minimise loss and damage in case of fire by:

- Ensuring that the alarm has been raised and the fire brigade called as soon as a fire is discovered
- Trying to put out small fires with fire extinguishers provided if you have been trained and authorised and can fight the fire without putting yourself at risk
- Evacuating the area and closing doors and windows (if possible) behind you. The average door will stop the spread of fire and smoke for a few minutes, by which time the fire service will have arrived.

## **Responsibilities for fire safety.**

Nathan Wilson – Centre Manager.

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the Centre.
- Take steps to ensure all members of staff and visitors are familiar with the Fire Safety Policy.
- Work with the fire wardens to review and update this policy accordingly, every year.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments and suggestions to prevent them occurring.

Hamid Miah - Caretaker

The Caretaker and responsible persons are responsible for ensuring through line managers that:

- Fire alarms are tested weekly on Wednesdays and record of the test kept in the fire register booklet (available in Building managers office)
- Fire evacuation exercises are held once every quarter and a record kept on the fire register
- Any training received for fire evacuations and dealing with fire should be kept in the fire register.
- That any contract works that may have the need to leave unattended equipment or plant that is to be run outside normal working hours have informed the Caretaker.
- Abnormal fire hazards and toxic or other noxious hazards that may affect firefighting, are brought to the notice of the caretaker and Building manager as soon as possible
- The Bradford council is advised when proposed building alterations could affect means of escape
- The Building manager and caretaker are consulted before work is started involving the above-normal fire risk.
- The appointment of fire wardens and responsible persons does not absolve other managers from maintaining adequate precaution requirements at their place of work and satisfying themselves that such precautions are embodied in the building fire risk assessment and the building fire plan and records.

All staff will be briefed of the building fire plan and will be aware of fire precaution requirements at their place of work and see that all fire exits around the building are kept free from obstruction.

- Building fire alarms and detection equipment are the responsibility of the caretaker, this person will be tasked with making sure everything is checked and maintained on a regular basis.

- The action to be taken in the event of a fire is described in all rooms so everyone has the best knowledge of the building and their closest escape points.

## Duties for responsible people

The Caretaker will have overall fire responsibility for the building, they have a duty to ensure that fire precautions in their building are adequate.

The Caretaker will be responsible for:

- The adequacy of fire precautions in the building and any shortcomings that require remedial action
- Prepare, review and revise the building fire risk assessment and the building fire plan and records with assistance from Bradford council. This process must consider the needs of disabled persons.
- Organise weekly tests of the fire alarms, notify the occupants prior to the test, register the results and ensure that defects are remedied. It is preferable that, for each test a different call point or other device is used. Sufficient call points should be tested to ensure that all call points are tested over a period of 52 weeks.
- Ensure that monthly and subsequent testing of the emergency lighting system is carried out and that the results are recorded in the site maintenance logbook.
- Arrange for periodic inspection of the building (at least monthly) to confirm that fire precautions and firefighting equipment remain in place and staff in the building is giving proper attention to fire precautions. Any shortcomings in these precautions should be highlighted immediately to the responsible persons for that area.
- Organise an evacuation drill at least once every 3 months in conjunction with the centre management team.

***The emergency services will not take part in the drill.***

- Make standing arrangements to ensure that whenever he/she is absent from duty the responsibilities of the caretaker are taken over by a suitable nominated person.

- Advise Building manager of the requirements of fire wardens and of the responsible persons, inform of any training needed, ensure there is an understanding for holiday cover.
- Co-ordinate all contractor visits to ensure that fire safety and occupant health and safety is not compromised.
- Be aware of and participate as necessary in implementing plans for major emergencies and security incidents. This is to include direct participation in any exercises or drills designed to test the effectiveness of the site or building emergency or building continuity plans.
- Ensure that fire wardens, responsible people, reception and security staff are inducted into the plan.
- In event that a fire in the building, or other incident that causes evacuation, the caretaker will check that the alarm has been given, the appropriate emergency services have been summoned and that all occupants have been accounted for. He/she will report to the senior emergency services officer in

attendance with a copy of this fire plan and any necessary building access keys and offer his/her services as a liaison officer.

### **Responsible Persons/Fire wardens**

- All fire wardens should carry out their agreed roles that has been designated to them.
- The caretaker will inspect the alarm panel and locate the call point, Once found he/she will inform the fire wardens if it's a false alarm or not.
- All other wardens will sweep their designated areas and make sure there is no pupils in the building, if it's safe to do so.
- The caretaker / Building Manager will liaise with the fire brigade as to whether there is a problem or not. (Fire alarm panel goes straight through to the fire brigade.
- At this point all fire wardens will gather at the assembly point and made a responsible person aware of their presence.
- A designated person will have the responsibility of making sure a full register of pupils and staff have been carried out.

- All responsible and non-responsible staff are to aid with helping children exit the building.
- Responsible persons are then to carry out their register with their year group, then pass the information onto the designated person.
- The designated person will then inform the caretaker.
- The caretaker/ Building manager will use all information gathered and pass it onto the senior fire services should they have a need to arrive.
- If it's a false alarm, once satisfied with all the checks the site manager/business manager will instruct all fire wardens that it is safe to enter the building.

***Bolton woods Centre evacuation point: It is located at the back of the building in the garden area in front of the park equipment . If this area is unsafe the assembly point will be at the front of the building in the car park area.***

#### **Procedure for Liaison with fire service on arrival**

- The Caretaker/ Building manager will liaise with the fire brigade on arrival providing them with information regarding evacuation status/ the last known location of any person believed to be still in the building.
- The caretaker/ Building manager will provide the senior fire officer with a copy of the building fire plan and any necessary keys/information.
- The Caretaker/ Building manager will draw to the attention of the senior fire officer the location of any hazardous substances, materials or equipment.
- The Caretaker/ Building manager will not permit staff to re-enter the building until the senior fire officer present has advised that it is safe to do so.

## **Fire precautions**

Most fires are avoidable. Personnel should ensure that they leave the place of work in a safe condition and that on a resumption of work simple safety checks are made before starting plant or equipment. Particular attention should be paid to:



# FIRE EMERGENCY PLAN

The Bolton Woods Centre

71 Livingstone Road, BD2 1BD

Date plan produced: 17/11/2023

Name of person producing plan: Nathan Wilson

Job title: Centre Manager

## **Fire warning system**

- The building fire alarm is a siren with alternating pitch that sounds continuously. The alarm sounders are located throughout the building.
- Fire alarm call points are located in some rooms and on corridors around the building. The fire alarm panel is located at the main front office

## **Action to be taken by person discovering a fire**

- Sound the alarm by operating the nearest fire alarm call point.
- If it safe to do so and if you have authorisation and appropriate training, attack the fire with the firefighting equipment provided.
- Leave the building by your nearest exit, close windows and doors, if safe to do so.

- Report to the designated assembly point.
- Make yourself known to the area fire wardens at the designated assembly points and pass on any relevant information regarding the incident and location.
- Do not re-enter the building until instructed to do so by the site manager or senior fire officer present.

### **How the fire brigade and other emergency services are to be called out**

- Upon activation of the fire alarm, the caretaker/ Building manager is responsible for ensuring the fire brigade has been notified.

### **Evacuation Procedures – If you hear the fire alarm**

- All staff/Visitors leave the building at once using the nearest available exit.
- Close all windows and doors behind you if safe to do so.
- Report to your designated fire assembly point.
- Do not stop to collect personal belongings.
- Do not re-enter the building for any reason until authorised to do so.
- Do not take any risks.

## **Hazardous substances, materials or equipment that could create abnormal fire or fume risk**

<b>Fire hazard</b>	<b>Precaution</b>
Electrical appliances	Switch off and withdraw plugs where possible
Gas appliances	Turn off at the appliance and at the supply line if possible
Flammable liquids	Use suitable containers, labelled as flammable and do not have more than is necessary for the work in hand. Keep containers closed when not in use. Do not place the liquid between yourself and the exit. Treat spillage of a highly flammable liquid as a fire and call the fire brigade.
Rags and cleaning materials	All materials should be stored in metal bins, 'clean' and 'Dirty' kept separately. Do not leave rags lettered about close to work.
Clothing	Ensure that clothes left to dry cannot fall onto a possible source of ignition e.g. Heating appliances. Do not use radiant fires to dry clothing
General housekeeping/ tidiness	The prevention of fires is greatly assisted by good housekeeping that avoids the accumulation of packing, wrapping and other flammable rubbish in which many workplace fires start.
Oil fired equipment	Turn off appliance and ensure that feed pipes or supply lines are turned off where possible.