**FIRE SAFETY POLICY**

1.1 This policy is designed to contribute to the safety of Rossendale Drum Majorettes committee, members and volunteers as part of a demonstrable commitment to continuous improvement in fire safety performance. The policy reflects the legal obligations placed upon Whitewell bottom Community Centre/venue by The Regulatory Reform (Fire Safety) Order 2005 covers general fire safety in England and Wales and related subordinate legislation.

1.2 Rossendale Drum Majorettes committee are responsible for ensuring that arrangements are in place to minimize the probability of a fire starting and for ensuring that all fire safety measures for the protection of committee, members and volunteers are in place.

1.3 This document requires the commitment, support and action from all members within Whitewell bottom/venue safety arrangements.

**2 Legislation, Association Policies and Guidance**

2.1 This policy has been developed in line with the requirements of:

• The Regulatory Reform (Fire Safety) Order 2005 covers general fire safety in England and Wales.

• Health and Safety at Work etc. Act 1974

• Management of Health and Safety at Work Regulations 1999 (as amended)

2.2 This policy should be read in conjunction with the:

• Whitewell bottom Community Centre/venue Health and Safety Policy

• Whitewell bottom Community Centre/venue Risk Assessment Procedure

This Policy will be drawn to the attention of all committee, members and volunteers.

**FIRE DRILLS**

* Fire drills will be carried out so that all Members of Rossendale Drum Majorettes understand the emergency fire action plan (including all relevant personal evacuation needs), to ensure that all committee, members and volunteers are familiar with operation of the emergency fire action plan, the committee will evaluate the effectiveness of the plan and identify any weaknesses in the evacuation strategy.
* Fire drills will take place at least twice each year with each member participating at least once each year.
* Records of fire drills will be maintained.

**SMOKING**

Members, Volunteers, and their families are not permitted to smoke cigarettes or E-Cigs inside the building and must smoke at a designated spot away from other members.

**EMERGENCY FIRE ACTION PLAN**

In accordance with Whitewell bottom Community Centre’s Fire Safety Policy this document details the arrangements to allow all users of Whitewell bottom Community Centre to evacuate the premises in a safe and orderly manner and to provide accurate information to responding emergency services.

Certain employees and volunteers have been given specific duties within the building to ensure a safe and orderly evacuation.

**CONTACTING THE EMERGENCY SERVICES (999 CALL)**

In the first instance the Director/Senior Committee should make the call and then meet the emergency services on arrival.

**How can a fire be detected?**

There is an automatic fire detection system in the building which triggers a loud

continuous bell.

A centre user may also discover a fire and activate a call point.

**On Discovery of a Fire**:

• Anyone who discovers a fire should sound the fire alarm by breaking the glass on any of the fire alarm call points.

• All members shall remove any equipment from their person and place on the ground and evacuate the building in calm and safe manner.

• Director/Senior Committee will direct people in their care towards the nearest fire exit before leading them to the muster points.

• No one, unless trained to do so, should tackle a fire.

• The Director/Senior Committee will check the control panel, if safe to do so, and ascertain where the suspected fire is located.

• Director/Senior Committee will collect the register.

• Every person in the building must evacuate immediately and liaise with other designated person at the relevant meeting points (Football field at the community centre).

• Remain at the meeting point and await instruction. Do not block the entrance to the car park.

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| **Version** | **Author/Reviewer** | **Date** | **Comments** |
| RDM\_P002\_A | Emma Carrick | April 2021 | Initial draft |
| RDM\_P002\_B | Emma Carrick | May 2021 | Revised draft |
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