

BUBWITH LEISURE & SPORT CENTRE CHARITY

FIRE SAFETY POLICY

VERSION	**Draft V 0.1**
DATE APPROVED/ADOPTED	**November 2026**
REVIEW DATE	**November 2028**
AUTHOR	**Alison Craven**

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH BLSC HEALTH & SAFETY POLICY AND FIRST AID POLICY

1. Purpose

The purpose of this policy is to ensure the safety of all users of Bubwith Leisure and Sports Centre by reducing the risk of fire and providing clear procedures for evacuation and emergency response.

2. Policy Statement

The Trustee's Committee of Bubwith Leisure and Sports Centre is committed to:

- Protecting the safety of hall users, volunteers, employees, contractors, and visitors.
- Complying with all relevant fire safety legislation.
- Maintaining fire prevention measures and emergency procedures.
- Providing clear information to hall users regarding fire safety arrangements.
- A monthly review of fire safety risks and control measures.

3. Responsibilities

Trustee's Committee

The Committee shall:

- Ensure a suitable fire risk assessment is carried out and reviewed monthly.
- Maintain fire detection and warning systems.
- Ensure fire-fighting equipment is provided and serviced.
- Keep emergency exits and escape routes clear at all times.
- Arrange regular inspections and maintenance of electrical installations and equipment.
- Fire safety checks and maintenance activities to be undertaken weekly by the Bar Steward and a record kept in the Alarm Room.

Hall Hirers and Users

All hirers and users of the hall must:

- Be issued with a copy of this policy at the point of hiring and familiarise themselves with the policy and building prior to use.
- Familiarise themselves with fire exits and evacuation procedures.
- Familiarise with Fire Extinguishers within the building.
- Keep exits, corridors, and escape routes unobstructed.
- Not exceed the maximum occupancy of the hall.
- Report any fire hazards or defects immediately.
- Follow instructions given in the event of a fire alarm or emergency.

When confirming their booking Hirers and Users are required to sign a booking agreement and abide by the conditions listed including Fire Safety conditions that cover:

- Requirements related to testing and certification for electrical appliances/equipment being brought into the centre
- Restrictions regarding bringing any fireworks or candles onto the grounds or into the building
- The maximum number of people using the building which currently stands as 300
- Requirement to make sure their guests are aware of evacuation procedures in the event of a Fire and the assembly point next to the garage.

4. Fire Prevention Measures

The following measures shall be maintained:

- Smoking and vaping are prohibited inside the building.
- Flammable materials shall be stored safely and kept to a minimum.
- Portable heaters may only be used if authorised by the Trustee's Committee.
- Electrical equipment shall be used in accordance with manufacturers' instructions.
- Electrical equipment should be visually checked of signs of wear and tear every 6 months and must be PAT tested every three years.
- Damaged electrical equipment must not be used and should be removed from public areas of the centre immediately.
- Waste shall be removed regularly and not allowed to accumulate.
- Fire doors shall be kept closed where required and never wedged open.

5. Fire Detection and Fire-Fighting Equipment

The hall is equipped with:

- Fire alarm and detection systems.
- Suitable fire extinguishers located at designated points.
- Emergency lighting.

All equipment shall be inspected, tested, and serviced in accordance with current standards and manufacturer recommendations.

6. Emergency Evacuation Procedure

If a fire is discovered:

1. Raise the alarm immediately. If an evening function put on all main lights.
2. Call 999 and request the Fire and Rescue Service.
3. Evacuate the building using the nearest safe exit.

4. Do not stop to collect personal belongings.
5. Close doors behind you if safe to do so.
6. Proceed to the designated assembly point, next to the garage.

Assembly Point

Location: Next to the Garage

Roll Call

It is the responsibility of the event organiser to ensure that all present at the event have exited the building and have been accounted for at the roll call.

Re-entry

No person may re-enter the building until authorised by the Fire and Rescue Service or the responsible person (key holder who opened the building).

7. Persons Requiring Assistance

Event organisers and hirers must consider the needs of anyone who may require assistance during an evacuation, including:

- Elderly persons.
- Persons with disabilities.
- Children.

Suitable arrangements should be made before events commence.

8. Fire Safety Checks (Task Owners are listed in Appendix B)

The following checks shall be carried out:

Check	**Frequency**
Escape routes clear	Weekly
Fire alarm test	Monthly
Fire alarm system	Annually
Emergency lighting check	Weekly/Monthly
Fire extinguisher visual check	Monthly
Fire extinguisher inspection	Annually
Fire risk assessment review	Annually or after significant changes
Electrical installation inspection	required by regulations

Records of all inspections and tests shall be maintained. A log will be kept in the alarm room.

9. Training and Information

As part of their Induction Training Committee members, volunteers, and regular users shall be made aware of:

- This Fire Safety Policy
- Fire evacuation procedures.
- Location of fire exits.
- Location of fire-fighting equipment and instruction in their use.
- Emergency contact arrangements.

10. Monitoring and Review

This policy shall be reviewed every two years or sooner if:

- Significant changes are made to the building.
- A fire incident occurs.
- Changes in legislation require revision.

Approved by: Bubwith Leisure and Sport Centre Trustee Committee

Date: _____

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APPENDIX A

EMERGENCY CONTACT NUMBERS

Fire 999
Ambulance 999
Police Emergency 999
NHS 111
Police (not emergency) 101
Centre Address:
Bubwith Leisure Sport Centre
Main Street
Bubwith
YO8 6LX

What3words MUNCH.STUD.PARTS

Mayfair Security: Fire & Intruder Alarm
Tel: 0177 701596 Mon- Friday 08.30 – 17.00hrs
Tel: 080091793855 24hours per day, 7 days per week
Emergency contact person for the centre – contact Mayfair/First County Monitoring
Electrical Emergencies 105

APPENDIX B

Task List & Owners

No.	Task	Regularity	Owner	Date last completed
1.	Fire Alarm check	weekly	Bar Steward	
2.	Fire exits check	weekly	Bar Steward	
3.	Emergency lighting check	monthly	B Carpus	
4.	Fire Drills	monthly	Centre Coordinator	
5.	Fire risk assessment	Monthly	Centre Coordinator/ Designated Trustee	
6.	Emergency Contacts to be displayed at all exits to the building – Check in situ	Weekly	Bar Steward	
7.	Fire System check	Annually	Mayfair Security	
8.	Emergency lighting check	Annually	Qualified Electrician	
9.	Air-conditioning units service	Annually	Qualified Service Engineer	
10.	Boiler Service	Annually	Qualified Service Engineer	
11.	Fire training	Annually	Staff, Trustees and Volunteers	