

# **FIRE SAFETY MANUAL**



**Hallam Community Hall  
Hallam Grange Crescent  
Sheffield  
S10 4BD**

# Hallam Community Hall

## Fire Emergency Control Plan

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### Key Information

<b>Chair:</b>	Nicola Brown
<b>Other Key Contacts:</b>	Fire Officer, Section Lead, Reps or Designates
<b>Fire Assembly Point Location:</b>	Car Park
<b>HCYA Mobile Phone:</b>	07562918764

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## 1 Fire Safety Provision

The centre has many features, which are there to assist and help in the event of a fire as follows:

1. **Fire alarm system** to alert everyone in the event of a fire

**The fire alarm may be activated:**

Manually via the nearest red manual break glass call points

**You must know:**

- (a) The sound of the **fire alarm**
  - (b) The location of the fire alarm **manual break glass call points which are positioned in:**  
**Entrance Lobby, Bar Area, Extended Room, Corridor, Annexe, Main Hall**
2. **Fire Instruction Notices** are generally positioned adjacent to manual break glass call point and detail information about what to do when the alarm sounds
  3. **Fire Safety signs** are found throughout the building and show the direction to emergency exits
  4. **Firefighting equipment** (Water - 3, Foam - 2, CO<sup>2</sup> - 4, Fire Blanket - 1) are provided in rooms, corridors and along fire escape routes and enable you to fight a small fire (approx. 1 metre high), only if you are trained and it is safe to do so. You should know the location of fire fighting equipment. You must not remove a fire extinguisher from its location
  5. **Emergency lighting** is provided along fire escape routes to light up the corridor and escape route in the event of a power failure
  6. **Fire resisting doors** are provided between rooms and fire escape corridors. They are fitted with self-closing devices and are designed to contain fire and smoke for at least 30 minutes, so they must never be wedged open and should be marked '**Fire Door Please Keep Closed**'
  7. **Fire resisting walls and ceilings** are provided along corridors and fire escape routes and are vital to the stability and integrity of the building. They are designed to restrict the growth and spread of smoke and fire giving you time to escape.
  8. **Fire escape corridors and routes** are provided and must be kept clear and free from obstructions. Do not allow waste material and equipment to build up, remove them regularly.
  9. **Fixed wiring inspection and testing** is completed to ensure that all the power supplies to wall sockets, lighting and electrical equipment is adequately maintained and safe for use
  10. **Fire safety checks, tests and servicing** is completed to ensure that the fire alarm, smoke detectors, emergency lighting, fire extinguishers, fire escape routes and fire doors are operational, maintained and safe for use

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## 2 Instructions to persons discovering a fire

1. Raise the alarm by shouting fire
2. Assist anyone in immediate danger and close the door behind you
3. Break the glass of the nearest fire alarm call point
4. Dial **999** and alert the Fire Service to the situation
5. Fight the fire **ONLY** if you are trained to do so or in the event your escape route is blocked by fire

## 3 Instructions for persons when hearing the fire alarm

1. Leave the building
2. Close all doors and windows on route
3. Escort visitors from the building
4. Go to the assembly point
5. Everyone should remain at the assembly point until the Fire Service declare the building safe to re-occupy

## 4 Emergency evacuation of persons who need assistance

1. Any persons known to have a disability and who require assistance, in the event of a fire, should be identified as early as possible. You should complete a **Personal Emergency Evacuation Plan (PEEP)**, see Appendix 4
2. Persons should be escorted by fire wardens away from the fire to the fire assembly point
3. Persons and their helpers should allow others to escape in order to prevent any bottle necks along the escape route

## 5 Fire service arrival

The fire service will ask for any fire warden and will make enquiries as follows:

1. Is everyone accounted for?
2. Where is the fire?
3. What is the nature of the fire?
4. How do we get to the fire (are there any locked doors etc.)?
5. Are there any hazards in the vicinity of the fire?

## 6 Actions you must take









All staff and hirers are jointly responsible for the management of fire safety. The way you carry out your activities can have a significant impact on fire safety, therefore the following measures are required to manage risk:

1. All staff / building users will be provided with basic fire safety information – much of the information provided in this booklet can be used
2. A sufficient number of fire wardens should be appointed and trained, currently these are the Fire Officer, Chair, Secretary, on-call member, Section Leads/Reps and/or designates. The hirer of the building will be responsible for fire safety
3. HCH will ensure that a responsible person is on site during operational hours

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4. HCH will ensure that portable electrical equipment is tested – As a guide office equipment, e.g. computers, printers should be tested every 3 years, higher use and risk equipment every year, e.g. power tools
5. All users of the building must keep corridors and access routes to fire exit doors clear at all times
6. Fire wardens will carry out regular fire audits and checks, e.g. manual break glass call point testing(**weekly**) checks on fire extinguishers (**monthly**), access to manual break glass call points (**daily**), operation of fire doors (**monthly**), emergency light tests (**monthly**)
7. HCH will keep an attendance record of visitors and users of the building;.
8. HCH will maintain fire safety equipment provided, e.g. fire extinguisher annual inspection and service, fire alarm system and emergency light inspection and servicing
9. HCH will service and maintain gas boilers
10. All building users must report any damage or defects which could compromise fire safety, e.g. fire doors not closing fully; damage to walls; fire extinguishers with safety tag broken and pin dislodged
11. All building users must participate in fire drills

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Fire Safety Evacuation Procedure	
	In the event of a fire or emergency situation, shout a warning to others in the immediate vicinity
	Find the nearest manual call point (MCP) and break the glass to activate the alarm. MCP's are located on fire escape routes at fire exit doors
	Where possible switch off electrical equipment
	If safe to do so, phone the emergency services by dialling <b>999</b> and request the Fire Brigade
	<ol style="list-style-type: none"> <li>1. On hearing the fire alarm make your way swiftly (without running) to the nearest fire exit; follow fire exit directional signs provided along the route.</li> <li>2. Escort visitors out of the building via the nearest fire exit; switch off electrical equipment, close windows and doors behind you (only if you are certain the area has been vacated).</li> <li>3. Proceed to the assembly point in the Car Park. <b>Do not</b> stop to collect personal belongings.</li> </ol>
	<p>Only use a fire extinguisher to aid your escape if necessary. Always read the instruction card provided</p> <p><b>Water</b> – wood, paper, textiles</p> <p><b>Foam</b> – wood, paper, textiles, flammable liquids</p> <p><b>CO2</b> – flammable liquids and electrical equipment</p> <p><b>Powder</b> – wood, paper, textiles, flammable liquids, gaseous fires, electrical equipment</p>
	<p>Fire Wardens to check that everyone has left the work area</p> <p>Assist any persons requiring assistance, e.g. disabled persons, pregnant persons</p>
	<ol style="list-style-type: none"> <li>1. A fire warden is to be based near the main entrance to the building</li> <li>2. A fire warden must carry out a roll call, account for all staff and visitors, any absences to be reported to the Fire Brigade</li> <li>3. Notify the Fire Brigade of the location of the fire (if known)</li> <li>4. Do not leave the assembly point until you are instructed to do so.</li> <li>5. The Fire Brigade will advise when it is safe to re-enter the building.</li> <li>6. A fire warden should complete a Fire Evacuation Observation Record which can be found in the fire log book in order to assess the evacuation procedure.</li> </ol>

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## Appendix 2 - Examples of Disabilities

### **Visual Disability**

People with a visual disability will usually require the assistance of one person. On stairways the helper should descend first with the persons hand on their shoulder. On level surfaces they should take the helpers arm and follow them.

### **Hearing Disability**

People with a hearing disability will require some means of being warned of an alarm. There are a number of ways that this can be done e.g. buddy system where an appointed staff member informs the person of an evacuation; provision of flashing strobes.

### **Physical Disability**

This can cover a wide range of abilities including people who have a permanent disability and use wheelchairs to those who have broken limbs. Where wheelchair users are involved this may involve using the lift. The lift must not be used during a fire situation alternatively persons should be taken to the protected stairwell and await assistance from a fire warden.

### **Hidden Disabilities**

Due to the variety and lack of visual indication that can exist with people who have hidden disabilities. It is the responsibility of any member of staff with the disability to inform their line manager in order that suitable arrangements can be put in place.






### **Temporary Disability**

Where the disability is temporary it is the responsibility of the individual to inform their line manager in order that suitable arrangements can be put in place.

### **Pregnancy**

During the advanced stages of pregnancy the individual should be accompanied down the stairs using the handrail, but only once other members of staff have descended.

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Appendix 3 - Fire Extinguisher Types	
	<p><b>Contains Water</b></p> <p>And can be used on fires involving <b>wood, paper, textiles</b></p> <p><b>Do Not Use On – Live Electrical Equipment or flammable materials or flammable metal fires</b></p>
	<p><b>Contains Foam</b></p> <p>And can be used on fires involving <b>wood, paper, textiles, flammable liquids</b></p> <p><b>Do Not Use On – Live Electrical Equipment or flammable materials</b></p>
	<p><b>Contains Carbon Dioxide</b></p> <p>And can be used on fires involving <b>flammable liquids and live electrical equipment</b></p> <p><b>Do Not Use On – Wood paper and textiles or flammable metal fires</b></p>
	<p><b>Contains Powder</b></p> <p>And can be used on fires involving <b>wood, paper, textiles, flammable liquids, gaseous fires, live electrical equipment</b></p>
	<p><b>Contains Chemicals</b></p> <p>And can be used for use with <b>cooking oil fires and fires involving wood, paper, textiles</b></p>



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## Appendix 4 - Personal Emergency Evacuation Plan (PEEP's)

PERSONAL EMERGENCY EVACUATION PLAN			
Name			
Department			
Building			
Room Number and Floor			
Ext			
AWARENESS OF PROCEDURE			
_____ is informed of a fire evacuation by: (please tick ✓ relevant box)			
existing alarm system	<input type="checkbox"/>	visual alarm system	<input type="checkbox"/>
pager device	<input type="checkbox"/>	buddy system	<input type="checkbox"/>
DESIGNATED ASSISTANCE			
The following have been designated to give _____ assistance to get out of the building in an emergency			
Name			
Contact Details (Building, Rm No and Ext)			
Name			
Contact Details (Building, Rm No and Ext)			
METHODS OF ASSISTANCE (e.g. Transfer procedures, methods of guidance etc.)			
EQUIPMENT PROVIDED (including means of communication)			
PERSONALISED EVACUATION PROCEDURE (A step by step account beginning with the fire alarm)			
1			
2			
3			
4			
Monitor and review			
Signed by Manager			Date
Signed by Individual			Date