

Love's Farm House

Fire Safety Policy

v1.1 November 2023

Fire Safety Policy Statement

Love's Farm Community Centre CIO (working as Love's Farm House), registered charity number 1157648, aims to protect all users of the building from the risk of fire. To do this, we will: maintain a Fire Risk Assessment and review it regularly; ensure that a clear fire escape procedure is in place and notified to users of the building via Fire Action Notices and other signage; install and maintain a fire alarm system, emergency lighting, fire extinguishers and other fire safety equipment; and train staff in fire safety procedures.

The full Love's Farm House Fire Safety Policy and Fire Risk Assessment can be found on our website at www.lovesfarmhouse.com/about/policies.

Aims of this Policy

The Love's Farm House Fire Safety Policy applies to all trustees, employees, volunteers, hirers and users of Love's Farm House. The Fire Safety Policy sets out the procedure to follow in the event of a fire and the safeguards in place to minimise the risk of fire.

Fire Evacuation Procedure

There are three fire exits in Love's Farm House, which are marked by green fire exit signs - the main entrance, and the fire doors at the side and back of the hall. Fire exits must be kept clear at all times. Love's Farm House staff carrying out a caretaking role will check at the beginning of each session that fire escape routes are unobstructed, and hirers are expected to ensure that escape routes are kept clear throughout their hire time.

In the event of a fire, you should raise the alarm by operating one of the fire alarm call points located next to the fire exits and make your way to the nearest exit. The fire assembly point is at the Multi-Use Games Area on the opposite side of Kester Way from Love's Farm House.

The fire escape routes are as follows:

Fire Exit 1 (front doors) - The doors will swing open in the event of a fire alarm. There is also an emergency release break-glass beside the door. Exit through the doors, cross the road and assemble at the far end of the Multi-Use Games Area.

Fire Exit 2 (side doors) - Push the panic bar to open the doors. Exit through the doors into the side alley. Unbolt the gate and push the panic bar to exit onto Kester Way. Cross the road and assemble at the far end of the Multi-Use Games Area.

Fire Exit 3 (back doors) - Push the panic bar to open the doors. Exit through the doors into the back garden. Unbolt the gate and open the latch to enter the side alley. Walk down the side alley to the gate. Unbolt the gate and push the panic bar to exit onto Kester Way. Cross the road and assemble at the far end of the Multi-Use Games Area.

The Love's Farm House fire alarm is monitored and the monitoring station will automatically call the fire brigade in the event of a fire alarm. If the fire alarm has not been activated, please call the fire brigade by dialling 999 once everyone has been safely evacuated from the building.

Building users must inform an authorised representative of Love's Farm House if there has been a fire alarm, even if it was a false alarm, or if any of the fire extinguishers have been used, whether deliberately or accidentally. The emergency contact number can be found on the noticeboard outside Love's Farm House.

Building Users with Accessibility Needs

Love's Farm House is a single-floor, accessible building. All fire escape routes are flat and accessible.

When Love's Farm House staff are on site, they will help users of the building who require assistance during a fire. When the building is hired out, it is the responsibility of the hirer to provide assistance to any members of their group who have access needs.

Fire Exits, Signage & Lighting

All **Fire Exit doors** open in the direction of travel.

All internal doors within the building are **fire doors**. The hall and kitchen doors are fitted with Dorgard **acoustic door closers** which close the doors automatically when the fire alarm is activated.

Fire Action Notices are provided in every room and clearly marked with the Fire Assembly Point.

All Fire Exits are marked by illuminated **Fire Exit Signs**.

Fire Alarm Call Points are located next to each fire exit, with a further call point in the Plant Room.

Emergency lighting is provided in all areas of the building, to provide light in the event of a power failure. External areas at the front of the building are also well-lit by street lights.

Fire doors are marked with **Keep Clear signs**. Love's Farm House staff check fire escape routes regularly to ensure that they remain clear and unobstructed.

Fire Safety Equipment

Love's Farm House has a **Fire Alarm System** comprising a fire alarm panel, smoke detectors, heat detectors, sounders & beacons and fire alarm break-glass units.

The fire alarm system is interfaced with the security system, gas solenoid valves, mechanical plant, the swing doors in the foyer, and the roller shutters in the kitchen.

A Level IV **lightning protection system** to BS EN 62305 has been installed to protect the building in the event of a lightning strike.

Emergency lights are located throughout the building.

Smoke detectors are located in each room, with multiple smoke detectors in larger rooms. **Heat detectors** are located in the kitchen and Plant Room.

Fire extinguishers are located in the hall, kitchen and foyer. A **fire blanket** is located in the kitchen.

Testing & Monitoring

A Fire Risk Assessment is in place for the building and is reviewed regularly by the Board of Trustees.

Love's Farm House will enter into an annual service contract for the fire alarm. The current service contract is with Firesmiths. The fire alarm will be serviced two times per year.

Love's Farm House will enter into an annual monitoring contract for the fire alarm. Activation of the fire alarm system will cause the system to contact the alarm receiving centre, which will contact an authorised keyholder and request Fire Brigade attendance. The annual monitoring contract is currently provided as part of the service contract with Firesmiths.

The fire alarm and emergency lights are tested on a weekly basis by Love's Farm House staff. Tests are recorded in the Fire Alarm Log Book.

Love's Farm House will enter into an annual service contract for the fire extinguishers. The current service contract is with Camfire.

The fire extinguishers are inspected on a monthly basis by Love's Farm House staff. Inspections are recorded in the Fire Alarm Log Book.

Fire Safety Training

The General Manager will attend fire safety training regularly, at least once every 3 years.

Staff carrying out a caretaking role, including the General Manager, Caretakers, Bar Managers and Cafe Leads will receive training in fire safety procedures at the commencement of employment, and training will be refreshed regularly.

Hirers will be made aware of the fire procedures for the building on commencement of their hire and will be notified of their duties in respect of fire safety via the terms and conditions of hire.