



Douglas Valley Community (DVC)

General Fire Safety Policy

1. Responsible Persons:

Delegated Person

Manager – Douglas Valley Community Centre

2. Electrical Equipment

All appliances will be tested by a competent electrician (PAT)

Hall hirers/users must provide certification (PAT) as appropriate for equipment brought into the building

The electrical installation for the building will be tested in accordance with regulations every 5 years (insulation)

Emergency lighting/exit signs will be tested on a monthly basis

The fire alarm system will be tested weekly (a different operating point each time)

3. Fire Equipment

Regular users of the centre will be instructed in the use of fire extinguishing equipment e.g. kitchen users in respect of fire blankets

All Fire- fighting equipment will be given an annual maintenance check by a competent person

A visual check will be carried out weekly

3. Fire Routine

The evacuation plan/action to be taken will be displayed throughout the building in prominent positions

All Hirers/Users will be made aware of policy and its implementation as a condition of hire

A periodic evacuation drill will be carried out

A list of “valuable” items should be maintained to pass to the Fire Brigade for salvage purposes e.g. Computer

4. Means of Escape

Fire doors will be checked weekly as to their functionality with a daily check to ensure they are not wedged open by users

A daily check will be undertaken to ensure corridors/ escape route are maintained clear of obstructions

Daily checks of bins and storage should be carried out to avoid the accumulation of rubbish

Hazardous materials (such as certain cleaning materials) will be identified and stored safely

5. Records to be kept

Any discrepancies during daily checks (**Recorded in Fire Log Book**)

All other tests and checks recorded

All discrepancies to be logged together with the remedial action taken

6. Training

Designated Centre staff to attend initial Fire and Safety training with refreshers as appropriate