

## Fire Safety + Emergencies Procedures

### **1. Policy Statement**

Bradmore Green Community Hub CIC is committed to ensuring the safety of all staff, volunteers, service users, visitors, and external hirers in the event of a fire or other emergency. We will take all reasonable steps to reduce fire risks and ensure clear procedures are in place should an emergency occur.

### **2. Scope**

These procedures apply to:

- All staff, volunteers, and contractors
- All service users and visitors
- All activities delivered by the Hub
- All external organisations and individuals hiring rooms

### **3. Fire Prevention**

We will:

- Maintain clear fire exits and escape routes at all times
- Ensure fire alarms, emergency lighting, and firefighting equipment are checked and maintained
- Carry out and review fire risk assessments regularly
- Ensure flammable materials are stored safely

All users of the building must:

- Not obstruct fire exits or fire equipment
- Not bring hazardous or flammable materials onto the premises without prior agreement



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#### 4. Fire Evacuation Procedure

In the event of a fire or when the fire alarm sounds:

1. **Stop activities immediately**
2. **Leave the building calmly via the nearest safe exit**
3. **Do not stop to collect personal belongings**
4. **Do not use lifts (if applicable)**
5. **Proceed to the designated assembly point**
6. **Do not re-enter the building until instructed to do so**

#### 5. Assembly Point

The designated fire assembly point is: **Carpark and pavement out the front of the building**

All groups should remain together at the assembly point until further instructions are given.

#### 6. Supporting Vulnerable Individuals

Staff, facilitators, and external hirers are responsible for:

- Supporting children, disabled individuals, or anyone requiring assistance during evacuation
- Ensuring no one is left behind where it is safe to do so

Personal Emergency Evacuation Plans (PEEPs) will be considered where required.

#### 7. Responsibilities

**Staff and Volunteers**



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- Familiarise themselves with fire exits, alarms, and procedures
- Assist with evacuation where safe to do so
- Report any fire safety concerns immediately

### **External Hirers**

External organisations and individuals hiring rooms must:

- Ensure participants are aware of fire exits and procedures
- Take responsibility for evacuating their group safely
- Follow all instructions from staff or emergency services

### **8. Emergency Services**

- Fire alarms are connected / monitored as appropriate for the building
- Emergency services will be contacted by staff if required
- If there is immediate danger, **dial 999**

### **9. Training and Drills**

- Staff and volunteers will receive fire safety information as part of induction
- Fire drills will be carried out periodically where appropriate

### **10. Monitoring and Review**

These procedures will be reviewed:

- Annually
- Following a fire drill or incident
- If there are changes to the building or its use



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**Date:** September 2025

**Next review date:** September 2026

**Approved by:** Stacey Humphrey