Glossop Labour Club
Fire Risk Policy and Procedures

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Introduction

Glossop Labour Club (GLC) recognises our responsibility to ensure that all users of the Club remain safe from the risk of injury by fire, and that we also have a responsibility to protect the Club building from damage by fire.

This policy document outlines the measures that we will implement to ensure those objectives.

Mary Moss
Chair Glossop Labour Club

Contents

Additional relevant documents (see policy file):

- Objects of Glossop Labour Club
- GLC Code of Conduct
- GLC Event Crib Sheet
- GLC Risk Assessment for Events
- GLC Risk Management Plan for Events
- Guidance for Volunteers and Users
- Operational Fire Risk Assessment. (Paper copy kept in Fire Safety file).

1 Purpose of the Policy

This policy and associated procedures seek to ensure that Glossop Labour Club (GLC) undertakes its responsibilities regarding the protection of all users of the Club from injury by fire, and for protecting the Club premises from damage by fire.

The Club has taken all measures reasonably practicable to prevent or minimise the risk of fire through undertaking - and implementing the findings of the most recent Operational Fire Risk Assessment.

It is acknowledged that despite measures being in place for fire prevention it cannot be assumed that a fire will never break out. The Club has therefore put in place systems to deal with the consequences of any outbreak of fire.

This policy establishes a framework to support all who use the Club, and clarifies the Club's expectations. This framework will be applied to activities run by external groups and Club members.

This policy will be made available to all users of the Club on request and a printed copy will be kept in the Fire Safety file.

2 Underpinning Legislation and Guidance

The Regulatory Reform (Fire Safety) Order came into force on 1 October 2006 (The Order). The Order reforms the existing laws relating to fire safety.
Fire Certificates are no longer issued by the Fire & Rescue Service for specific premises. Instead, the Order places duties on the "responsible person" (Chair of the Club) to ensure, so far as is reasonably practicable, the safety of volunteers and members and non-members by putting into place general fire precautions.
A suitable and sufficient Fire Risk Assessment (see Fire Safety file for hard copy) must be undertaken at least annually to ensure the general fire precautions in place are adequate. The Club committee will decide if and when professional expertise is necessary.

3 Basic Principles: Fire Safety

GLC recognises that effective protection of the Club and its users from injury by fire is underpinned by:

- Up to date Fire Risk policies and procedures;
- Robust Risk Assessment processes (see Fire Safety file for paper copy);
- Clear reporting and communication systems and clear lines of accountability;
- Safe working practices, as included in the Guidance for Volunteers and Users;
- Clear guidance around expected behaviours and standards;
- Appropriate training, support and supervision around fire risk;
- Review and monitoring as part of auditing processes; and
- Effective information sharing.

To prevent fire and facilitate safe evacuation, the following must be adhered to and is the responsibility of all, as prescribed by the Fire Assessor in the report of Wyvern Fire Safety Solutions (10.09.24)

The Cellar is a high-risk area because of the batteries for the solar panels. Nothing must be stored close to the electrical unit. Flammable debris must not be left in the cellar.

Ground Floor: The maximum capacity of the ground floor function rooms is designated to be **100 people.**

Downstairs Fire Exits

The main entrance door and garden door are the two downstairs fire exits.

Training will be given regarding the use of other possible exits for use in certain circumstances[1].

During events, the door linking the function room to the protected staircase at the bottom should be locked shut when practicable and never wedged open.

First floor: occupancy of the first floor is restricted to **60 people** due to the fact there is a single exit and a single staircase.

The stair lift is battery operated so can be used in the event of a fire. Anyone accessing the first floor who has a physical disability should have a PEEP (Personal Emergency Evacuation Plan) in place. This is the responsibility of the organiser(s) of classes / events on the first floor. The Bookings Officer will ensure that the organiser(s) are aware of their responsibility.

The Boiler Room (containing the boiler and storage) should be kept locked when not being used.

[1] The main room old front door opens inwards and the space in front of it is often in use; therefore the committee has considered this to be impractical as a main fire exit. Responsible Persons will be trained to use it in the unlikely event that the main exits are unusable. Similarly, the exit through the bar and kitchen is a further alternative.

4 Fire Safety Governance, Roles and Responsibilities

A clear structure of accountability supports everyone within an organisation to understand their individual responsibilities. In our case, the Chair of Glossop Labour Club has overall responsibility for ensuring that individuals are aware of, and understand, the principles of this policy.

GLC will ensure that it has arrangements in place to fulfil its commitment to protect all users of the Club from injury by fire, and to protect the Club premises from damage by fire. All groups who use GLC will be made aware of the Fire Risk policy and understand their responsibilities.

All groups and activities must have an identified Principal Organiser to take the lead. A Principal Organiser can designate a 'Responsible Person' to be at each event.

Roles and Responsibilities

(i) GLC Committee

The officers of the Club (the Chair, Secretary, Treasurer, and Solidarity & Campaigns Organiser) have a responsibility to ensure that a suitable and sufficient Fire Risk Assessment is undertaken in order to identify persons who may be exposed, the potential fire hazards, and that appropriate control measures are in place. Aspects of this responsibility will be delegated to the Fire Safety Group, the Principal Organiser/Responsible Person and the Bookings Officer.

The Committee is responsible for:

- The approval of all Fire Risk policies and procedures;
- Ensuring adequate resources for effective Fire Safety training;
- Developing a culture within the organisation that promotes effective Fire Safety; and
- Ensuring commitment to Fire Safety arrangements in all activities.

These measures include:

- Providing a means of detecting, warning and fighting fire;
- Providing emergency evacuation procedures; and
- Providing information, instruction and training to volunteers.

The Committee will ensure that:

- The policy is accessible and implemented;
- The policy is monitored and reviewed annually;
- Sufficient resources are allocated to ensure that the policy can be effectively implemented, e.g. for fire safety measures.

(ii) Fire Safety Group

The Fire Safety Group will consist of nominated members of the Committee and co-opted Club members. The Group will meet on a regular basis and be responsible for

the monitoring, review and audit of all Fire Risk matters, including the testing of fire alarms, door closers and fire safety equipment, as required by the Operational Fire Risk Assessment.

The Fire Safety Group will identify and report back issues that need to be resolved in order to ensure full compliance with relevant regulations and guidance.

(iii) Bookings Officer

- The Bookings Officer will review the fire risk at the time of booking a room; and
- The Bookings Officer will liaise with the Principal Organiser for each event regarding the Risk Management Plan and the procedures put in place. This should be reviewed as necessary for regular bookings.

(iv) Principal Organiser

The Principal Organiser has a key role in ensuring that events or activities for which they are responsible meet the requirements of the Fire Risk Policy.

They have a responsibility to ensure that Risk Assessment for Events takes account of fire safety in order to identify people who are exposed, the potential fire hazards, and that appropriate control measures are in place.

(v) Responsible Person

Note:The Regulatory Reform (Fire Safety) Order uses the term 'Responsible Person' to refer to the person who holds overall responsibility for fire safety in the Club, eg the Chair of the Club. In this section, the term 'Responsible Person' is used to refer to a person at a specific event.

The Responsible Person is the named person present during an event or activity who will ensure that the arrangements and procedures in the Fire Risk Policy are in place. The Responsible Person may or may not be the same as the Principal Organiser.

The Responsible Person has the responsibility to ensure that general fire precautions are in place to ensure the safety of members, volunteers, service users, visitors and other relevant people who use the premises or are in the vicinity of the premises. They should be familiar with the location of the Fire Exits.

The general fire precautions include duties to:

- Reduce the risk of fire on the premises;
- Reduce the risk of fire spreading;
- Ensure that means of escape are available at all times;
- Explain emergency evacuation procedures (using the GLC Event Crib Sheet).

(vi) GLC members/volunteers/guests/users

It is the responsibility of everyone to take reasonable care for the safety of themselves and other people who may be affected by their acts or omissions. Training and raising

awareness of Fire Safety issues, policies and procedures are fundamental to the development and maintenance of a safe environment for all.

Volunteers will receive training in Fire Safety to a level which is commensurate to the level of responsibility of their role. Please see 'Guidance for Volunteers and Users' for further details.

Participants at all events should be made aware that they should report any safety concerns to the Responsible Person and/or the bar volunteer/s. The Responsible Person should take appropriate action and, if the issue is significant, should inform the Fire Safety Group or a member of the Committee.

It is everyone's responsibility to guard against the risk of fire. Volunteers, members and participants should raise any concerns with the Principal Organiser / Responsible Person or a member of the Committee.

In relation to fire safety, it is important that you co-operate with the Responsible Person in all fire precautions intended for your safety and the safety of others, in accordance with current legislation.

5 Fire Risk: Roles and Responsibilities

Volunteers and Committee members will receive training in Fire Safety to a level which is commensurate to the level of responsibility of their role. Please see 'Guidance for Volunteers and Users' for further details.

All volunteers and contractors will be expected to report any concerns regarding fire hazards to the Responsible Person on the Club Committee so that appropriate action can be taken to eliminate the problem.

In the event of a fire, raise the alarm. If the fire alarms do not sound automatically, break the glass of the nearest fire alarm.

The safety of life overrides all other considerations. No volunteer or member should attempt to extinguish a fire unless it is safe to do so.

If it is not deemed to be a false alarm, and it is not safe to extinguish the fire, everyone should evacuate the building via the designated 'Fire Exits' and congregate in the designated assembly point, currently opposite the Club on the left-hand side pavement in Cross Street.

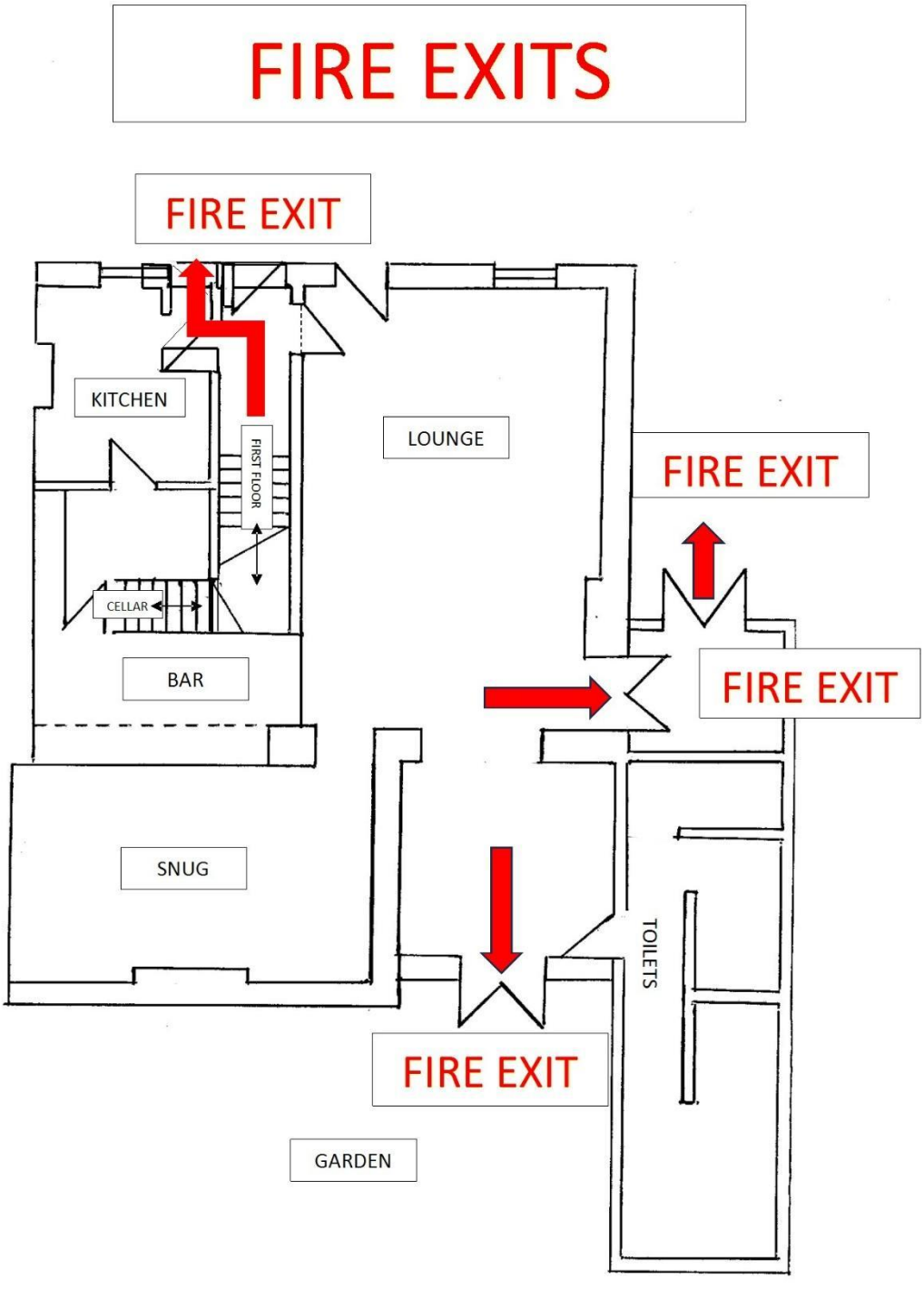
A cursory check, for people and fire, should be carried out - usually by the Responsible Person - particularly of the toilets, cellar (from the top of the cellar steps) and upstairs (from the bottom of the stairs) **but only if it is safe to do so.**

The Fire and Rescue Service should be called immediately. On arrival, they should be given the Fire Exit notice which is kept inside the Entrance foyer.

People should not re-enter the Club until the Fire and Rescue Service declare it safe to do so.

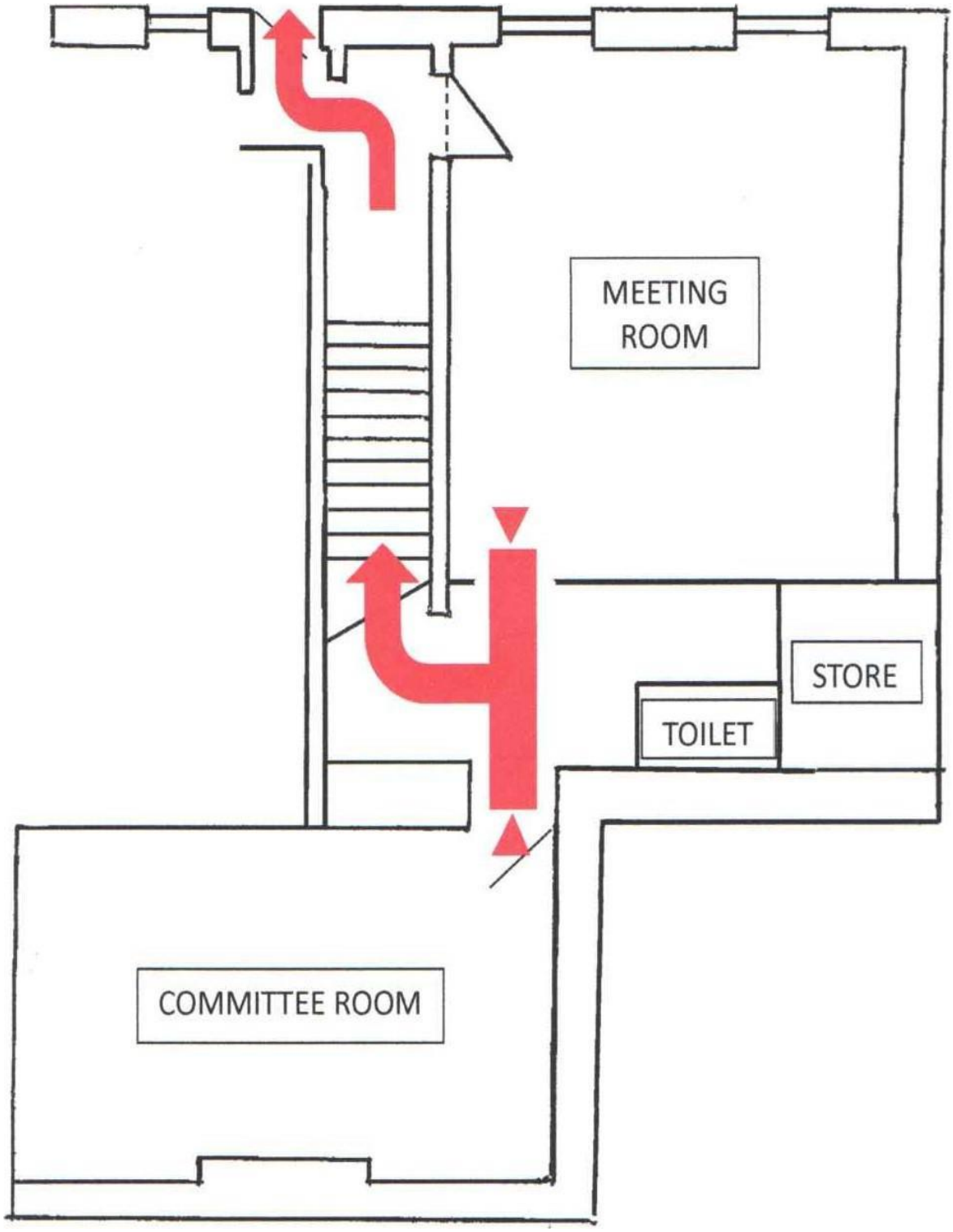
Relevant systems will be regularly monitored to ensure they are adequate, including inspections of the means of escape, maintenance of fire warning systems and fire-fighting equipment.

6a) Fire Exit from Downstairs



In the event of a fire please evacuate the building as shown and assemble on the left-hand side of the pavement across the road in Cross Street.

6b) Fire Exit from Upstairs



In the event of a fire please evacuate the building as shown and assemble on the left-hand side of the pavement across the road in Cross Street

7. Frequency of Fire Safety Systems Inspection & Test Procedures

The table below provides guidance on the recommended frequency of inspection and testing of the fire safety systems in place in Glossop Labour Club.

Fire Safety System	Immediately prior to events	Weekly	Monthly	6 Months	Annually
Emergency Escape Route	**Visual Check**		**Visual Inspection**		
Fire Alarm System	**Panel Check**	**Alarm Test**			✓*
Fire Fighting Equipment			**Visual Inspection**		✓*
Automatic Fire Detection			**Visual Inspection**	✓*	
Emergency Lighting			**Test & Visual Inspection**	✓*	
Fire Instruction/Drill					✓*
Fire Risk Assessment					✓*

*Inspection/testing of the items should be carried out by a competent person.
All test certificates/reports should be filed in the Fire Safety file.