

Glossop Labour Club Fire Risk Policy

Guidance for Volunteers and Users

Fire safety is everyone's business. GLC is committed to protecting the wellbeing of all Club users.

It is the responsibility of the Labour Club Committee to ensure compliance with the fire safety requirements described in the approved Fire Risk Policy and Procedures.

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

It is everyone's responsibility to guard against the risk of fire. For each event a Responsible Person will be identified who will make themselves known to volunteers and users. It is important that you co-operate with the Responsible Person in all fire precautions provided for your safety, and the safety of others.

Please raise any concerns with the Responsible Person or a member of the Club Committee.

In the event of a fire, the safety of life will override all other considerations.
No volunteer or user 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 opposite the Club, on the left-hand side pavement in Cross Street.

A cursory check - for people and fire - should be carried out, 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 near to the front door. People should not re-enter the Club until the Fire and Rescue Service declare it safe to do so.

Volunteers and users will receive training in Fire Safety to a level which is commensurate with the level of responsibility of their role. In particular:

- Fire hazards applicable to their activity area;
- Raising the alarm, the location and operation of alarm points;
- Action to be taken on hearing the fire alarm;
- How to call the Fire and Rescue Service;
- Location and use of fire-fighting equipment;
- Knowledge of escape routes;
- Ensuring that escape routes are kept clear of obstructions throughout events;
- The importance of fire doors. Fire doors should **not** be kept open with wedges as this will prevent them from closing automatically in the event of a fire. It could also damage the door closing mechanism.

Glossop Labour Club Fire Safety Procedures

What to do	What you need to know
To reduce the risk of fire	• Ensure combustible materials do not build up in the cellar • Candles (except birthday cake candles) should not be used
To prevent fire spreading	• Fire doors between the bar and kitchen, and between the kitchen and the stairs should be kept closed, not wedged open. • Door from the main room to the upstairs should be kept closed
To ensure there is means of escape	• Keep fire exits clear of any obstruction • Garden doors must be unlocked at the start of events
If the fire alarm sounds and it is not an error • Evacuate the building – show people which exits to use downstairs and encourage them to leave in an orderly fashion • If it is safe to do so, alert others in the building if needed, eg shout to anyone upstairs, in the toilets, in the cellar	• The main entranceway and the exit to the garden, and round to the side gate are the designated downstairs Fire Exits • If neither of these exits are available, the door to the street from the front room can be opened. Care must be taken when opening the door as it opens inwards. • The exit from upstairs is down the stairs and through the front door. • The stair lift will function in a power cut as it has a back-up battery
Call the Fire and Rescue Service 999	• The address is 11-13 Chapel Street, SK13 8AT • Take the Fire Exit notice which is kept near the front door to give to them on arrival
Go to the meeting point and only return to the building if advised it is safe to do so by the Fire and Rescue Service	• The meeting point is Cross Street. • Stay with any Club users who intend to return to the building when it is safe
Call one of the Club officers	• Mary Moss (Chair) 07962 303536 • Martin Purvin (Secretary) 07964 873693 • Leave a voicemail if no answer
Be sure you know the location of • The nearest alarm point • Fire extinguishers	• The building has an extensive fire alarm system and emergency lighting that points to exits. Call the Fire and Rescue service rather than fight the fire yourself. There is a fire blanket in the kitchen that can be thrown over a very minor fire
Be aware of club capacity	• Downstairs – 100 people • Upstairs – 60 people

In the event of a fire, the safety of life will override all other considerations. No-one should attempt to extinguish a fire unless it is safe to do so.
If you are unsure about any of the above, please speak to a committee member.