



FIRE MANAGEMENT **PLAN**

Reviewed May 2023

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FIRE SAFETY MANAGEMENT

Fire Plan

Statement of Intent

Cranbrook Town Council believes that ensuring the health and safety of staff, visitors, service users and all relevant persons is essential to our success.

(The word “**Staff**” used in this document refers to employees of the council, volunteers, and sub tenants).

We are committed to:

- Preventing accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling the risks that arise from our work activities.
- Providing a safe and healthy working and learning environment.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction, and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure their effectiveness.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the department.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Fire Safety Management System will be created to ensure the above commitments can be met. Employees/volunteers throughout the centre must play their part in the creation of a safe and healthy working environment for all.

Signed: _____

Date: _____

Younghayes Community Centre

Fire Plan

A multi-purpose building located in Cranbrook, which was transferred to East Devon District Council ownership in October 2013. Ownership was transferred to Cranbrook Town Council in November 2019.

The building comprises of a steel frame with brick and block cavity masonry wall, clad externally in face brick, cedar cladding curtain walling with both standing seam metal pitch and single ply membrane roofs.

Set on two floors: approx. 908m² total GIFA (733m² Community and 175m² Medical Centre).

The building comprises two separate zones. Zone one (Community) on the ground floor is an entrance lobby, communal corridor, offices, community hall, store and plant rooms, kitchen, male, female, and disabled persons toilets. There is a staircase and lift to access the first-floor rooms that comprise a small landing, small conference room, small meeting room, and a storeroom.

Zone two is the separate self-contained Medical Centre located in the remainder of the ground floor.

This fire plan only relates to the common parts and community use side of the building, and does not include the separate Medical Centre.

Ground Floor

- ✚ The community main hall has a non-Covid maximum capacity of 200. Suitable for local community activities.
- ✚ Reception Area MPB1(31m²)
- ✚ Town Council office MPB2 (40m²).
- ✚ Resources Hub.
- ✚ Room MPB3 which will provide additional clinical and administration space for the Medical centre but is still accessible from this side of the building.

First Floor

- ✚ Medium function room MPB17 (12m²)
- ✚ A small conference room MPB18 (49m²) with access to the flat roof (no access to ground level).
- ✚ Storeroom MPB19 (15m²) access to roof (no access to ground level).
- ✚ Circulation space.

Responsible Persons

Fire Plan

The person with delegated responsibility for Fire Safety, Maintenance, Emergency Plans and Staff Training is:

✚ Janine Gardener - Town Clerk

The person responsible for fire safety (Cranbrook Medical Practice)

✚ Amanda Mather

Organisation and Control

With the building having multi occupancy each occupant has a shared responsibility in the fire management of this plan. Overall responsibility rests with the Cranbrook Town Council.

Cranbrook Town Council

The Council have full accountability to:

- ✚ Ensure that the policy and procedures are properly implemented and reviewed.
- ✚ Ensure that the nominated “Responsible Person” is competent and appropriately trained were necessary to undertake their duties.
- ✚ Ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection.
- ✚ Ensuring that fire risk assessments are carried out for specific activities such as hot working involving welding, cutting, work with bitumen, etc.
- ✚ Ensuring that the optimum number and type of fire extinguishers are installed in appropriate locations.
- ✚ Ensuring that the fire alarm, emergency lighting and fire extinguishers are appropriately located and properly maintained.
- ✚ Ensuring that a robust and effective emergency plan is in place to safely evacuate all persons, whether staff, visitors, or service users. This emergency plan must take into account people with mobility, sensory and learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. Where appropriate, a PEEP must be developed.
- ✚ Arranging for the emergency plan to be available to staff, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation.
- ✚ Ensuring that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment.
- ✚ Ensuring that a copy of the current fire risk assessment for their premises is readily accessible and, its provisions complied with.

Fire Plan

- ✦ Ensuring that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving a fire.
- ✦ Ensuring that effective arrangements are in place for contacting the emergency services.
- ✦ Ensuring that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g., oxygen cylinders, storage of petrol, etc.
- ✦ Arrange and review fire drills at a frequency of not less than six months.
- ✦ Ensuring Fire Alarms are regularly tested at the recommended frequency e.g., weekly.
- ✦ Keeping the fire logbook or equivalent up to date.
- ✦ Ensuring that fire action notices (displayed as a minimum at fire alarm call points) and fire signage is appropriate and kept up to date.
- ✦ Ensuring all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded.
- ✦ Ensuring that the annual testing of portable electrical equipment in accordance with the Health and Safety electrical arrangements are carried out and recorded.
- ✦ Ensuring that quarterly fire safety inspections of the premises are carried out and that these address fire safety arrangements.

Staff Responsibilities

Staff are responsible to:

- ✦ Ensure they are familiar with the emergency plan and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements.
- ✦ Report to the Town Clerk any concerns about fire safety.
- ✦ Be familiar with all escape routes.
- ✦ Not wedge fire doors open, nor block or obstruct them.
- ✦ Be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service.
- ✦ Promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained.
- ✦ Comply with the No Smoking legislation.

Hirer Responsibility

Fire Plan

Any person or organisation hiring part of, or the whole facility during out of office hours, has total responsibility for fire safety whilst they occupy the facility. The person named on the hire agreement will be deemed the “responsible person” and will be required to meet the regulatory standards for fire safety and any instruction issued by the council.

Monitoring

The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Management Plan: -

- ✚ Number of fires recorded annually / number of fire related incidents.
- ✚ Achieving set schedules and time frames (evacuation drills and building audits).
- ✚ Measuring the number of Fire Service call outs against cause.
- ✚ Number and nature of enforcement, alterations, or prohibition notices from statutory authorities.
- ✚ Quarterly / six monthly/ annual premises inspection to ensure actions and progress are made.

Review

Annual audit of all fire systems carried by the councils nominated person to ascertain compliance with not only statutory provisions but with this Fire Safety Management Plan.

Reactive reviews will take place following a fire safety event occurring.

A review will also be undertaken following a fire, changes to the premise’s, construction and facilities, and any new procedures, new equipment.

Information Distribution

All relevant information with regards to this plan and its execution will be provided to staff, contractors, hirers, and other occupiers. Information will include the following:

- ✚ Written Instruction.
- ✚ Training where appropriate
- ✚ Signage
- ✚ Fire action Notices
- ✚ The Emergency Plan (provided to other occupiers and long-term hirers)

Fire Risk Management

Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities or opportunities.

Fire Plan

Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on the Beehive management as the occupier.

This fire safety management and fire emergency plan applies to all those who hire all or part of the premises which are to any extent under the direct control of the Town Council. Its requirements extend to all persons at these premises including staff, visitors and contractors whether permanently or temporarily engaged.

Where the premises are jointly occupied the arrangements for fire safety and maintenance will be coordinated, communicated, and documented. In these premises the fire safety arrangements and procedures shall apply to all.

This fire safety management and fire emergency plan applies to all other staff working in premises employed by any other employer. In this respect other staff will comply with these relevant fire safety arrangements and policy.

The Town Council will, as far as is reasonably practicable, and in accordance with legal obligations and standards, in respect to the premises to:

- ✚ Provide and maintain passive and active fire prevention, protection, and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein.
- ✚ Provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments.
- ✚ Provide a programme of fire safety training where appropriate and identified by risk assessment.
- ✚ Carry out and keep under review a fire risk assessment to analyse the buildings fire risks, the existing preventive, and protective measures and to identify areas for improvement.

Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in the premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan.

Fire Risk Assessment for the building will be carried once in a Council period, i.e. every four years and reviewed regularly (recommended annually) or when there is any building alteration or change of occupation and use of the premises or following a fire incident/emergency.

The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above. The methodology adopted will be:

High Risk	=	Work to be completed within 4 to 8 weeks
Medium Risk	=	Work to be completed within 6 months
Low Risk	=	Work to be completed within 1 year

Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and employees of organizations with whom a workplace is

Fire Plan

shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.

Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) will be developed for staff, or service users who have known disabilities that will impact on their ability to evacuate the building.

All aspects of the plan will consider out of hours occupation and identify where there would be differences e.g. personnel; locked doors; different escape routes etc.

Practical Fire Safety Arrangements

As part of a holistic fire safety management system, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.

Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication, and safe evacuation. In particular the:

- ✚ Materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of service users, people with disabilities, contractors and members of the public, etc;
- ✚ Appropriate safe and secure location of building services e.g. gas and electricity;
- ✚ Provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
- ✚ Provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire.
- ✚ Education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment. In particular:

- ✚ The installation, maintenance, inspection, and weekly testing of fire alarms.
- ✚ The appropriate design, location, operation, monthly inspection, and annual testing of adequate (emergency) lighting systems for fire escape routes.
- ✚ The provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.

The fire safety arrangements will be based on HSG 65 Successful Health and Safety Management

- ✚ Effective planning, organisation, control, monitoring and review of protective and preventative measures.
- ✚ Fire safety risk assessments and building audits.

Fire Plan

- ✦ Fire safety systems and maintenance.
- ✦ Fire warden and staff training.
- ✦ Fire evacuation drills.
- ✦ Building design, alterations, and commissioning.

Fire Alarm System

The building is fitted with an automatic fire alarm system activated by “break glass” call point, which are located throughout the building. The fire alarm panel is situated at the main entrance to the building. On activating the alarm automatically closes the fire shutter in the kitchen and council office and isolates the lift to ground floor. The alarm is tested weekly in-house and at six monthly intervals by a competent engineer.

Emergency Lighting

Emergency lighting is fitted and meets the current standards. The emergency lights are tested monthly, and a full discharged test carry out annually by a competent engineer.

Fire Safety Training

All staff will be provided with adequate fire safety training on induction. The training will be based on the particular features of the workplace and will:

- ✦ Take account of the findings of the fire risk assessment.
- ✦ Explain the emergency procedures.
- ✦ Take account of the work activity and explain the duties and responsibilities of staff.
- ✦ Take place during normal working hours and be repeated periodically where appropriate.
- ✦ Be easily understandable.
- ✦ Be tested by fire drills.

The training will specifically include the following:

- ✦ What to do on discovering a fire.
- ✦ How to raise the alarm and what happens then.
- ✦ What to do upon hearing the fire alarm.
- ✦ The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- ✦ The arrangements for calling the fire and rescue service.

Fire Plan

- ✚ The evacuation procedures for everyone (including the public and contractors) in your premises to reach an assembly point at a place of total safety.
- ✚ The location and, when appropriate, the use of firefighting equipment.
- ✚ The location of escape routes, especially those not in regular use.
- ✚ How to open all emergency exit doors.
- ✚ The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- ✚ Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.
- ✚ The reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment).
- ✚ The safe use of and risks from storing or working with highly flammable and explosive substances.
- ✚ The importance of general fire safety, which includes good housekeeping.

General Emergency Actions

It is not a requirement for the nominated “responsible person” to be in attendance at the building at all times, however, whilst the building is open to the general public, excluding those who have hired a part or whole of the facility the responsible person will be a nominated member of staff to carry out the following in the event of the fire alarm being activated.

Fire Plan

- ✚ Proceed to the Fire Alarm Panel (situated in the main entrance) Identify the location of the alarm activated. Investigate the location of the alarm if safe to do so.
- ✚ If required Call the Emergency Services giving the following information
 - Address of building.
 - Location of fire.
- ✚ Assist in the evacuation process.

If considered safe to do so:

- ✚ Check that all areas have been evacuated.
- ✚ Use firefighting equipment if trained and it is safe to do so.

The following emergency actions are for staff.

Action to take on discovering a Fire

- ✚ Raise the alarm by operating the nearest fire alarm call point.
- ✚ Do not attempt to tackle the fire, unless you have been trained to do so.
- ✚ If you have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- ✚ Notify the Emergency Services **if required to do so.**
- ✚ Do not stop or return to collect personal belongings
- ✚ Evacuate to a safe place. ("Assembly Point" situated in the car park)
- ✚ DO NOT USE THE LIFT
- ✚ Where appropriate check toilets and close windows and doors on the way out.
- ✚ Assist visitors from the building to the assembly point if applicable
- ✚ Leave the building by the nearest exit.
- ✚ Close any doors en-route without delaying your escape.
- ✚ Proceeded to the designated "Assembly Point" Return to the building only when authorised to do so.

Action to take on hearing the Fire Alarm

If you also have responsibilities for assisting persons with Personal Evacuation Plans respond as identified in the Plan.

Fire Plan

- ✚ Leave the building by the nearest exit and proceed to the designated Assembly Point situated in the car park.
- ✚ Close any doors en-route without delaying your escape.
- ✚ Do not stop or return to collect personal belongings.
- ✚ Do not use any firefighting equipment unless you have been trained.
- ✚ Do pass any information to the building responsible person at the assembly point.
- ✚ You must remain at the assembly place, returning to the building only when authorised to do so.

Hirer Responsibility

Start of Let:

- ✚ The Hirer must have access to a working mobile phone at all times during a let so that “999” may be called in the event of an emergency.

Fire Plan

- ✚ Ensure that the main entrance door is unlocked at all times where the let is for more than 30 persons.
- ✚ Check the location and availability of the nearest fire extinguishers to the let rooms.
- ✚ Advise attendees of the locations of the relevant emergency exits and the assembly point and draw attendees' attention to the Fire Action Plan notice in the let room.
- ✚ In the event of disabled persons, or children being attendees, delegate adult, able-bodied persons to assist such persons in the event evacuation of the building is required.
- ✚ In the event disabled persons being attendees, ensure escape routes are planned for such persons and sufficient space is kept clear to allow such escape.
- ✚ In the event the let is a larger gathering (such as a dance or seated entertainment), delegate sufficient able-bodied adults to act as stewards to assist in evacuation if required.
- ✚ Any electrical equipment to be used has been maintained and protected in accordance with manufacturers' instructions; and
- ✚ Such persons are aware that they must stop playing any music immediately the fire alarm sounds, and that any electrical equipment is switched off.

During Let:

- ✚ Emergency exits are to be kept clear of obstructions at all times.
- ✚ The automatic fire alarm system must not be disconnected for any reason.
- ✚ The "no smoking" policy within the building is to be complied with and, in the event attendees go outside to smoke, used smoking materials and matches must be disposed of outside the building.
- ✚ Candles may not be used (other than "night light" candles in non-flammable containers) and "party poppers" or any other explosive/burning items must not be set off.
- ✚ Designated fire doors must not be wedged open.

In the Event of a Fire or Other Emergency:

- ✚ The provisions of the Fire Action Plan are to be followed.
- ✚ All attendees are to be accounted for at the assembly point situated in the car park.
- ✚ The building should be checked (to the extent it is safe to do so) to ensure it is clear of persons.

End of Let:

- ✚ All lights and electrical appliances are to be switched off and plugs removed from wall sockets.
- ✚ All refuse is to be removed from the building (if possible, by being taken home and recycled as appropriate),

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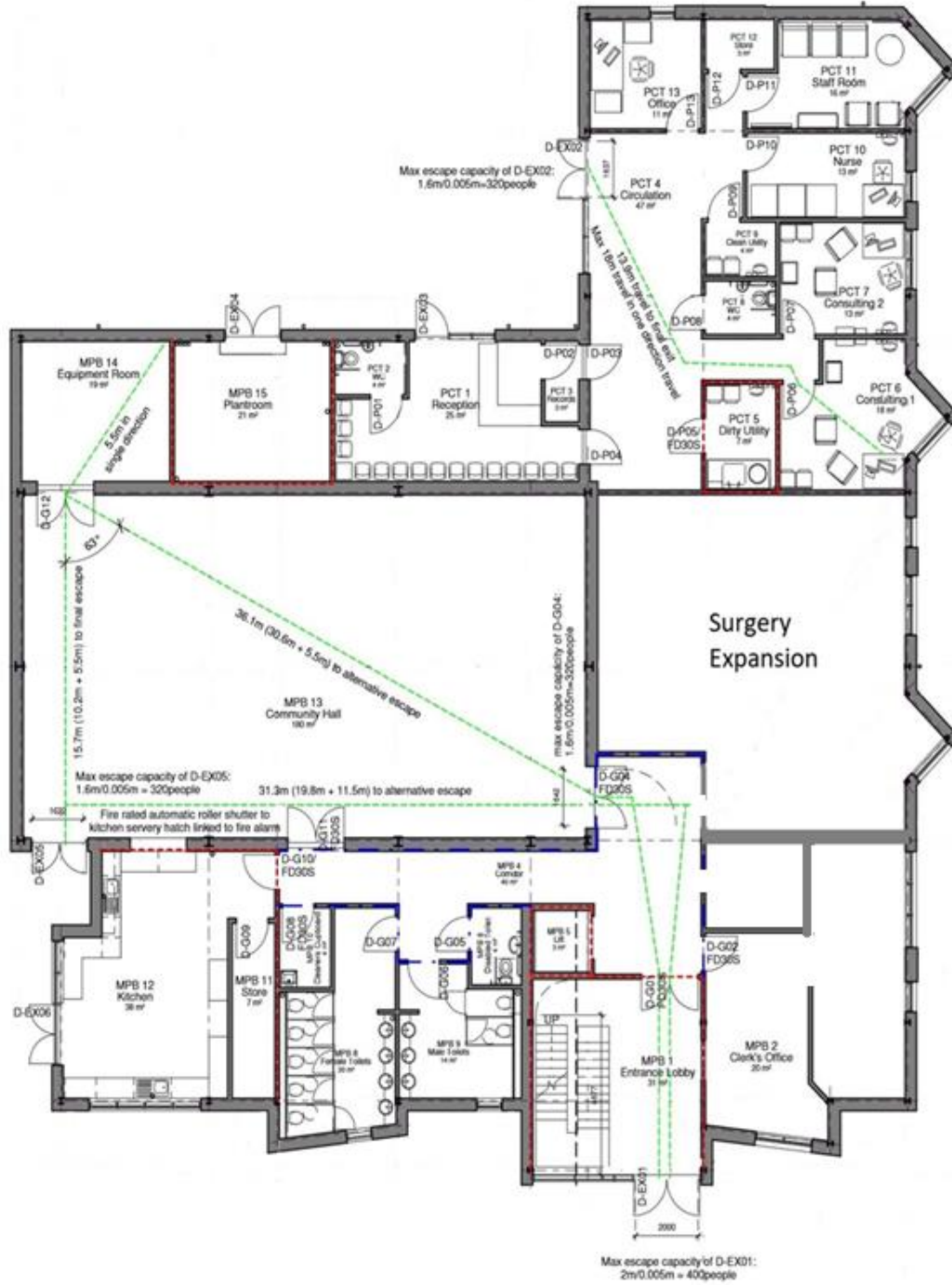
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Appendixes

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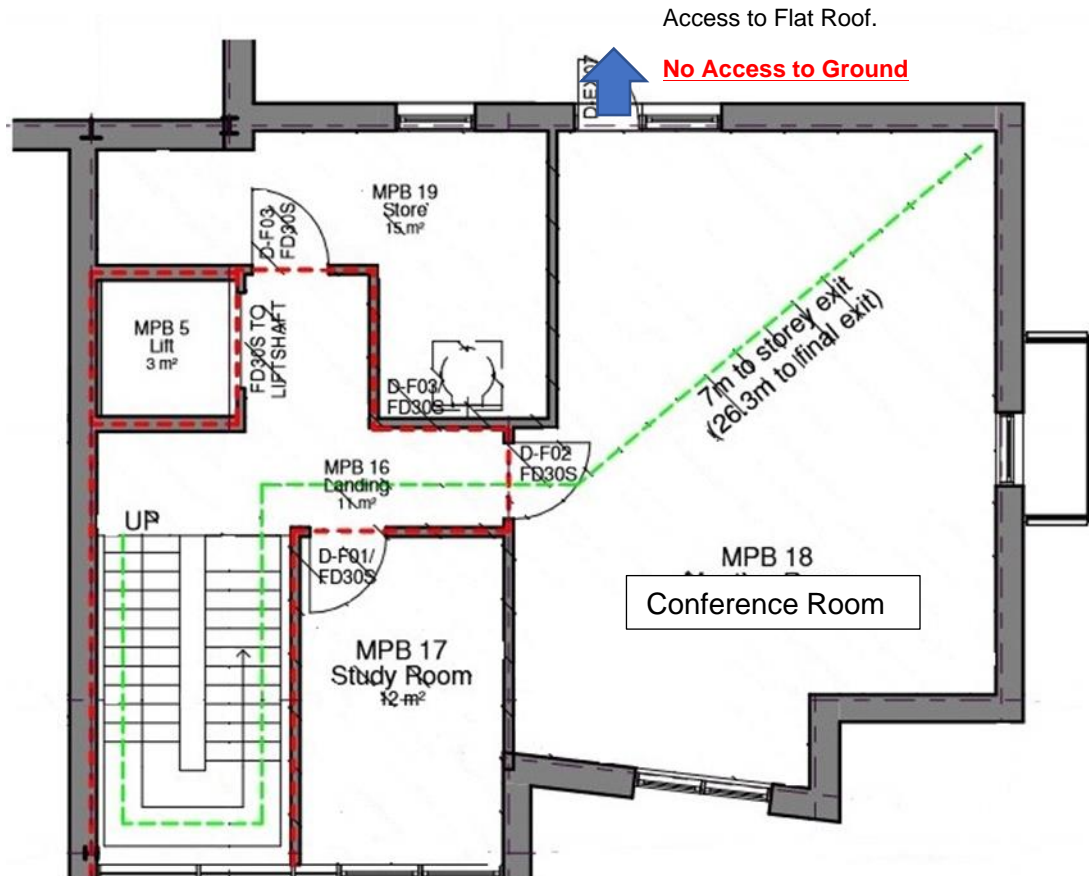
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Ground Floor Plan

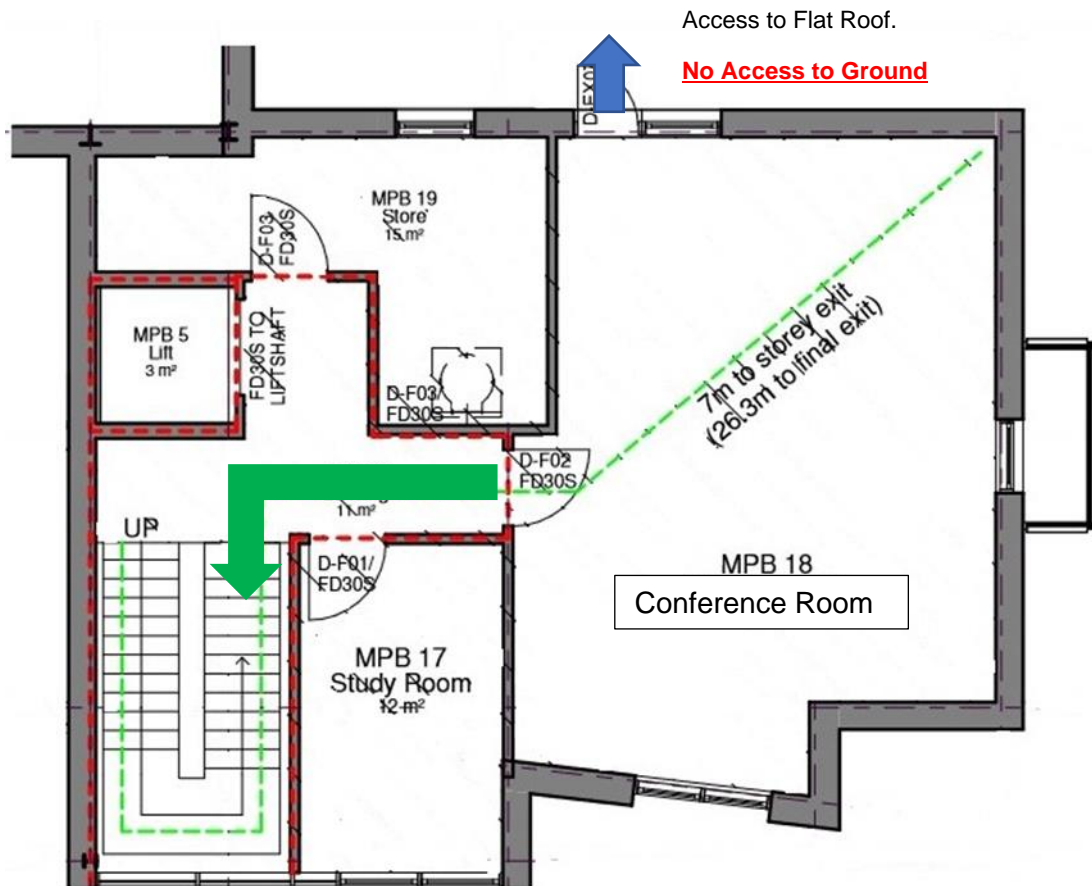


First Floor Plan

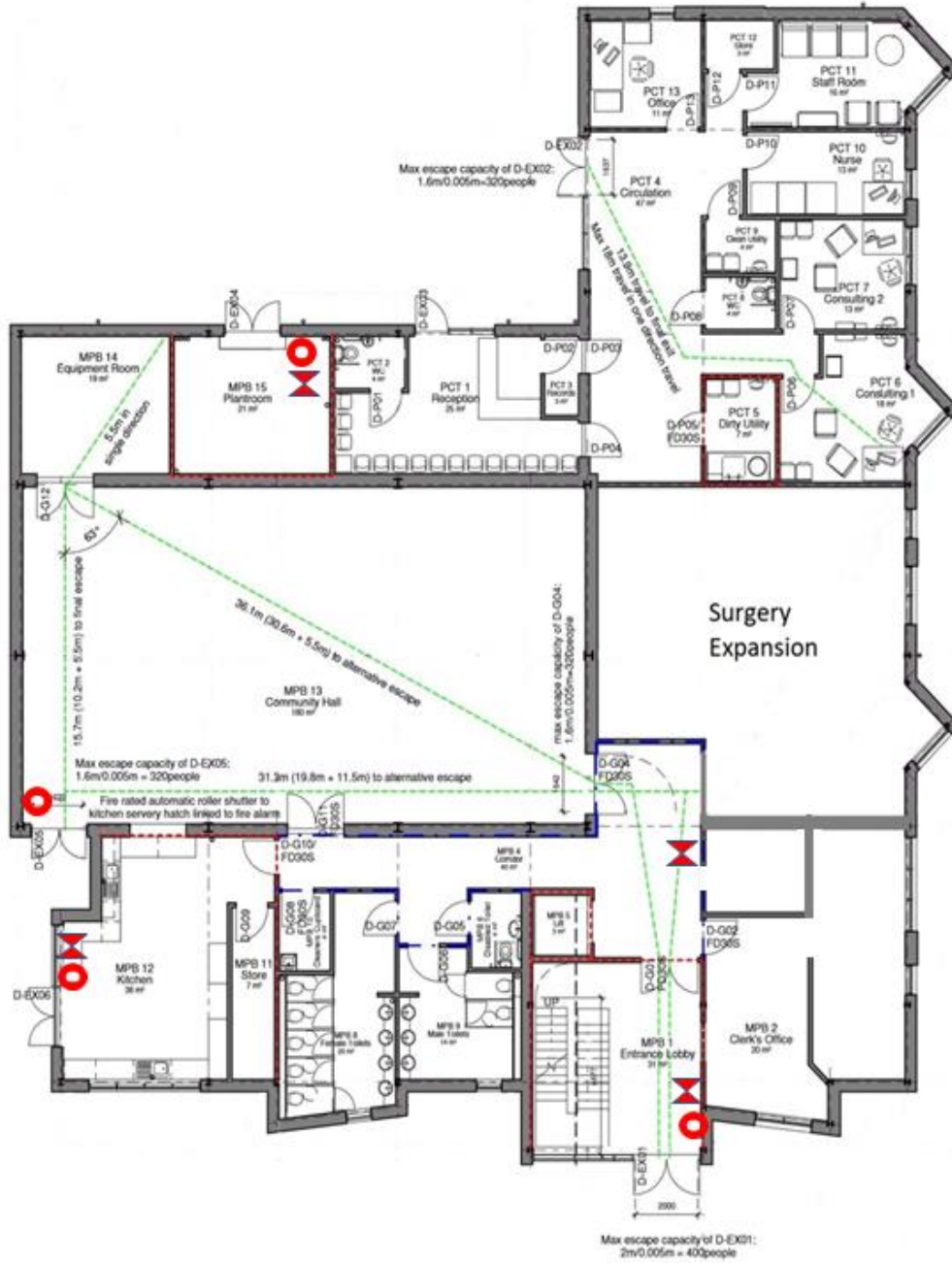
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Evacuation Routes First Floor

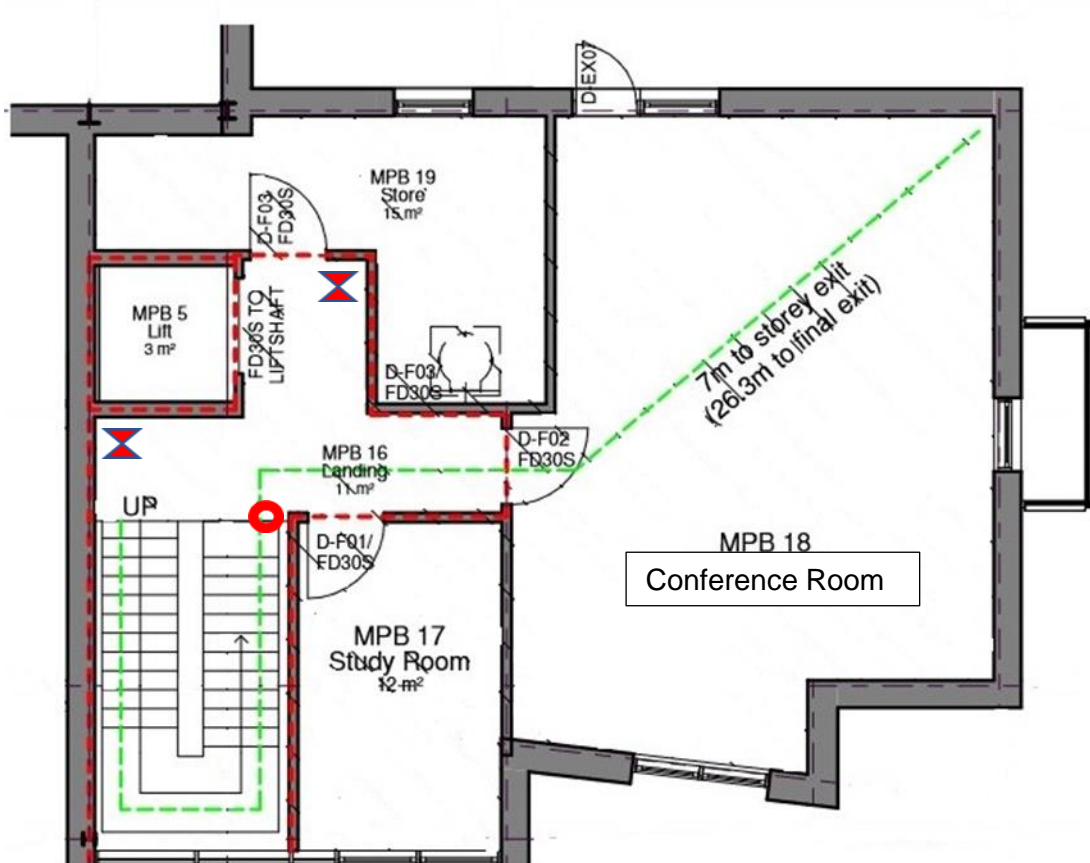


Fire Protection Equipment Ground Floor



Call Point Extinguishers

Fire Protection Equipment First Floor



Call Point  Extinguishers 