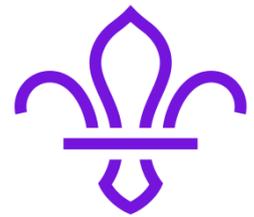


S2 Fire Action Plan

4th Bramhall (St Michael's) Scout Group

St Michael's Scout Centre, St Michaels Avenue, Bramhall, Stockport, Greater Manchester, SK7 2PG



www.4thbramhall.org.uk/info/safety

4th Bramhall (St Michael's) aims to provide and maintain safe & healthy working conditions, equipment and systems of work for all our members and users of the building, and to provide such information, training and supervision as they need for this purpose.

1. EMERGENCY ACTION PLAN

The purpose of this emergency action plan is to ensure that all members and visitors to St Michael's Scout Centre know what to do in an emergency / fire situation and to ensure that the Scout Centre can be evacuated safely.

1.1. EMERGENCY PROCEDURE

On discovering a fire;

1. Raise the alarm by:
 - Shouting Fire or using the Emergency Air Horn.
 - Alarm will be automatically raised if smoke is detected.
2. Call the Fire Brigade by:
 - Dialling 999 on your mobile or from a neighbouring house.
3. If possible and without risk to yourself, ensure all doors and windows are closed and tackle the fire using an appropriate fire extinguisher.
4. If possible carry out an effective sweep of the building to assist/ensure that each person has safely evacuated.
5. Leave any building through the nearest emergency exit.
6. Inform the neighbouring houses on St Michael's Avenue & Bramhall Lane South that there is a fire.
7. Assemble at the Fire Assembly Point (St Michael's large car park).
8. Wait at the assembly point until the person in charge has conducted a role call and stated that it safe to return to the building or only after the fire officer in charge of the incident has stated it is safe to do.

1.2. PROCEDURE

1. On report of a fire, the Leader in charge will report to the fire assembly point along with the appropriate paperwork and fire kit; roll call of those in the building that day, including members, visitors, tradesmen; if safe to do so.

Fire Action Plan

- The person in charge will contact Local Authority Fire Service by dialling 999 and give their assessment of the situation.
- If possible, and without placing themselves in danger, the person in charge will sweep the building to ensure, and assist, in the safe evacuation of the building.
- The person in charge will then report to the fire assembly point, dons the fluorescent jacket and assume the role of safety officer. They will then carry out or delegate the roll call for those within the premises.
- On arrival of the local authority fire service, the leader in charge will report to the officer in charge and pass on any relevant information such as there is one 5 litre Petrol can, five 25kg LPG & ten 10kg Butane gas cylinders stored at the rear of the premises in cages.
- Upon hearing of an emergency situation all members/visitors will report to the fire assembly point.

1.3. ASSEMBLY POINTS

There is 1 Assembly point:

This is sited in St Michaels Large Car Park on the far left-hand side as you enter the carpark.

This assembly point can be reached by turning left upon exiting the Scout Centre and walking approx. 100yds.

1.4. FIRE DRILLS

4th Bramhall (St Michael's) will carry out a fire drill at least once a year and records will be kept to show this has been achieved. Any deficiencies found whilst the drill has been carried out will be noted and action taken to remove any dangers which are highlighted.

1.5. MAINTENANCE AND TESTING OF FIRE EQUIPMENT

4th Bramhall (St Michael's) acknowledges the importance of regular and effective maintenance and testing of all fire equipment. All firefighting and detection equipment at St Michaels Scout Centre will be serviced as per manufacturer's instructions. All firefighting equipment will be serviced annually as per BS5306 part 3. This work will be carried out by the relevant, competent person and all records are kept.

1.6. FIRE SAFETY INSTRUCTIONS

Fire training provided by 4th Bramhall (St Michael's) will:

- Explain the 4th Bramhall Emergency Action Plan
- Demonstrate means of escape
- Take in to account the findings of all Fire Risk Assessments
- Be carried out as part of the 4th Bramhall (St Michael's) induction process
- Be carried out annually or after a new or greater hazard has been realised (i.e. after a fire risk assessment or introduction of new practices in the premises.) Is recorded and kept

Fire training provided by 4th Bramhall (St Michael's) includes:

- The action to be taken on discovering a fire.
- How to raise the alarm and what happens once this has been done.
- The action to be taken upon hearing a fire alarm.
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- How to call the Fire Brigade.
- The evacuation procedures for everyone within the building to reach an assembly point.
- The location and, where appropriate, the use of portable firefighting equipment.
- The location of escape routes, especially for those ones not in regular use.
- How to open all escape doors, including the use of any escape fastenings.
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- Where appropriate, how to isolate power supplies in the event of a fire.
- The importance of general fire safety and the need for good housekeeping.

1.7. FIRE WARDENS

4th Bramhall St Michael's) will appoint a fire warden who will carry out specific duties on a regular basis.

The role of the fire wardens is to:

- Ensure that escape routes clear and available for use
- Identify hazards
- Record and report their observations
- Fire Kit is kept maintained and available
- Test the fire alarm

1.8. BUILDING PLANS

A basic line drawing, showing the layout of the buildings, all fire points and escape routes (appendix 1) is kept in the Office and will be made available to Local Authority Fire Service on request. It will be the duty of the fire wardens to ensure that these documents are available in the Fire Kit.

1.9. FIRE RISK ASSESSMENT

4th Bramhall (St Michael's) has carried out a Fire Risk Assessment. (Appendix 2) in order to highlight all reasonably foreseeable risks, and to implement procedures that will reduce or remove the hazard that they possess.

A Fire Risk Assessment will be carried out on an annual basis, or when a change to the building is made.

The results of the Fire Risk Assessment are made available to everybody in the group on the group website, and other businesses which share occupancy of the building.

1.10. FIRE HAZARD EVALUATION

The following will be checked on a weekly basis and as part of the annual fire risk assessment:

- All fire exits are opened fully
- All fire exit doors are checked to ensure that they close fully into their door frames and are not binding on the floor
- Emergency fastenings on doors operate satisfactory

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Registered Charity no. 520206

- Fire safety signage is correct
- Fire action notices are in place and correct
- Fire exit signage is in place and satisfactory

1.11. COSHH

It is prudent to keep such records available as many chemicals are reactive to fire, and may encourage the rapid or explosive spread of fire. In a fire situation, Section Leaders should be made aware of the dangers of handling and storing these chemicals, and training should be given and records kept showing training has taken place.

1.12. ELECTRICAL SAFETY

All electrical equipment should be serviced on an annual basis, or in line with the manufacturers' recommendations. This work must be carried out by a competent person/company. PAT testing should be carried out on all portable electrical equipment to show that it is a good state of repair.

1.13. CONTRACTORS

Whilst on the premises you have a legal obligation to protect and ensure that contractors, sub-contractors and self-employed individuals have a safe place of work. They must be made aware of your' health & safety policy, fire evacuation plans and first aid arrangements.

1.14. FIRE SAFETY

This section highlights everything that you require under your own Fire Safety Policy.

It highlights some of the areas covered in your Fire Risk Assessment, and introduces control procedures designed to help Members and visitors evacuate safely in a fire situation.

- All Leaders must receive fire safety and evacuation training at. Records of this training must be kept, and refresher training should be carried out. This training would also include how to recognise the types of firefighting equipment available, and how to use it.
- All escape routes should be suitably illuminated, and any defective lighting should be reported to the centre management at the earliest possible convenience. The practice of good housekeeping should be encouraged and waste products and rubbish should not be allowed to accumulate within the escape routes.
- As part of daily checks ensure that any fire doors operate correctly and that they remain closed and are not obstructed, or propped open.
- Your firefighting equipment must be maintained and serviced as per the relevant BS standards, by a competent person/company.
- A fire drill must be carried out at least annually so as to test the capabilities of the Emergency Action Plan. Records must be kept.
- Flammable materials must not be stored near or against hot equipment or electrical fittings. Flammable liquids must be stored in lockable containers. Records should be kept of hazardous chemicals or gases which may aid combustion. These chemicals/gases must be stored in accordance to manufacturers' recommendations.
- Log books must be maintained showing that you have carried out regular inspections of escape routes, emergency lighting tests, fire drills, alarm tests, fire doors, fire training* and fire equipment servicing *.

ESCAPE ROUTES

We will endeavor to keep all escape routes clear at all times to ensure that there is a safe and easily accessed escape from every building.

All Leaders will be trained/instructed in the identification and use of the firefighting equipment available to them.

DISABLED

See attached sheets in the Fire Risk Assessment which highlights our policy to identify and assist anybody who may require help to evacuate.

This emergency plan should be kept in the office, be available to everyone and form the basis of the training and instruction you provide. Any written plans should be made available for inspection by the local fire authority if required.