



**Fire Safety
& Management Plan**

SoundCafe Leicester



6th June 2019

FIRE SAFETY MANAGEMENT

STATEMENT OF INTENT

SoundCafe Leicester (SCL) believes that ensuring the health and safety of its employees, volunteers, guests and visitors is essential to our success.

The Trustee Board are committed to:

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

Employees, volunteers and guests must likewise play their part in the creation of a safe and healthy environment for all.

Signed: _____
Chair of Trustees

Date: _____

1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any location. 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.
- 1.2 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 and the inherent fire risks.
- 1.3 This fire safety management and fire emergency plan applies to all premises which are used by SCL during the provision of its' activities.
- 1.4 Whilst SCL is not a property owner it utilises premises for undertaking its' charitable activities and will therefore encourage all staff, volunteers and guests to work within the guidelines relevant to the building and be aware of the necessary procedures that apply.
- 1.5 SCL will ensure that it provides all relevant information to employees, volunteers and other visitors on the arrangements for managing fire within the location sessions are undertaken.
- 1.6 Fire management and evacuation remains the responsibility of the property 'owner'/delegated responsible officer for the premises hired.
- 1.7 SCL is responsible for ensuring there are sufficient volunteers to support the activities undertaken and the necessary support to guests in the event of a fire/evacuation.

2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 SCL will ensure that all activities undertaken as part of their sessions are appropriately risk assessed and mitigate any risk of fire.

In accordance with the No Smoking policy in the building utilised, SCL will ensure that all guests wishing to smoke do so in a designated and approved areas away from the main building.

3 PLANNING

- 3.1 Where fire evacuation and fire drill exercises are undertaken, SCL will actively participate in the event and utilise as learning opportunities with key points shared with the relevant building lead designated 'Fire Officer'.
- 3.2 Provision will be made to support the safe evacuation of disabled guests within the relevant building guidelines

4 ORGANIZATION AND CONTROL

4.1 Specific responsibility for the support to designated tables/guests in an SCL session is as follows:

SCL Team Roles & Responsibilities - SMH

The specific guidelines to be utilised at St. Martins House are as follows:

Guests on hearing the fire alarm please exit the building via the nearest fire exit, following the instructions given by the session lead.

If you have limited mobility please remain seated a volunteer will take you to the designated assembly point by the top of the stairs and lift.

Volunteers	Responsible Lead
Lead for the session	Issue instructions to the room on how to evacuate and 'take control' of the room during the evacuation.
Pastoral & Sound Team	Support guests with a PEEP – two volunteers to stay with guests at assembly point. Remaining volunteers to exit the building as quickly as possible
All Volunteers	Volunteers to support guests to exit the building through the nearest Fire exit to the table at which they are seated
Refreshments team	'Man' the Fire exit – the main entrance to the Grand Hall – one-member lead guests out of the building
Unless instructed otherwise due to location of fire proceed through the main door Fire Exit and out of the building	
Welcome team lead downstairs.	Proceed to evacuation point outside, welcome guests and check off against the booking in sheet.
Welcome Desk Upstairs	Proceed to evacuation meeting point taking the booking in sheet.

5 REVIEW

5.1 In the event of a fire, SCL employees and volunteers will provide the necessary support and review of events to mitigate future risk. The relevant policies will be reviewed annually to ensure any changes and developments have been accounted for.