

Fire Safety Policy – Easy Read Version

- The Trustees care deeply about everyone's **safety** in the building and want to keep people safe from harm or accidents.
- They follow the **law** and check things regularly like the building's condition, fire alarms, electricity, and gas to make sure it's safe.
- The building belongs entirely to the Centre, and the Trustees look after everything.

Fire Safety & Risk Checks

- Trustees check **fire alarms every week** and **emergency lights every month**.
- A professional checks all fire equipment (alarms, extinguishers, lights) **once a year**.
- Trustees also carry out **fire risk assessments** and keep them up to date.

If the Fire Alarm Goes Off

- Everyone must leave the building immediately.
- Go to the **garden slope or car park** meeting point.
- If there's no fire, the alarm will be reset and it's safe to go back in.
- If there is a fire or smell of smoke, leave at once and call 999 or use the BSL 999 app.

Training & Information

- Trained people will know how to check alarms and guide others.
- New users and volunteers will learn fire safety rules.
- **Fire drills** happen **twice a year**, and records are kept.

Fire Prevention Rules

- **No smoking or vaping** inside. There is a **smoking area outside**.
- **No portable cookers or chip pans** allowed inside.
- Doors stay locked unless a Trustee is present, to stop intruders or arson.
- Children must always be supervised.

Fire Marshals

- Events must have someone in charge of fire safety.
- They check that **exits are clear**, signs are in place, and equipment is safe.

Evacuation Help

- Only the **rear ground floor exit** is suitable for wheelchair users.
- Staff and other users should help disabled people in an emergency.
- There are **emergency chairs** on the stairs to help evacuation.

After Evacuation

- Do not return to the building until a Trustee or the Fire Service says it's safe.
- **Sign in/out** every time so everyone can be accounted for in an emergency.

Building Details

- It's a **three-floor house** with activity rooms, toilets, a kitchen, office, and garden.
- The building can hold up to **60 people**.

Entrance & Hallway

- **What could start a fire?** Electric sockets, alarm box.
- **What could burn?** Books, wooden doors, furniture.

Kitchen

- **What could start a fire?** Gas cooker, tea urn, fridges, microwave.
- **What could burn?** Wooden units, furniture, cleaning items.
- **Extra risk:** Kitchen is open to other rooms, fire could spread quickly.

Dining Area

- **What could start a fire?** Plug sockets.
- **What could burn?** Furniture.
- **Extra risk:** Open plan from kitchen.

Lounge

- **What could start a fire?** TV, plug sockets.
- **What could burn?** Sofas and chairs.
- **Extra risk:** Connects to kitchen and dining area.

Disabled Toilet

- **What could start a fire?** Light switch.
- **What could burn?** Wooden items, cleaning products.

Activity Room

- **What could start a fire?** TV, projector.
- **What could burn?** Paper, toys, furniture.

Games Room

- **What could start a fire?** Boiler, sockets, games.
- **What could burn?** Furniture, craft items.
- **Extra risk:** Craft cupboard could fuel a fire.

Church & Vestry

- **What could start a fire?** Candles, plugs.
- **What could burn?** Wooden walls, furniture, books.

IT Room & Office

- **What could start a fire?** Computers, lights, plugs.
- **What could burn?** Paper, furniture, wood.
- **Extra risk:** Wooden structure.

Half-Landing Toilets

- **What could start a fire?** Light fittings.
- **What could burn?** Wooden cupboard.
- **Extra risk:** Wooden doors.

People Most at Risk

- **Visitors** are shown fire exits.
- **Workers** are told the safety rules.
- **Groups** are given fire instructions.
- **Disabled & elderly people** must be included in evacuation plans.
- **Children** must be supervised at all times and not allowed upstairs alone.

How to Escape a Fire

- **Horizontal:** Use front or back doors. Rear door is wheelchair-friendly.
- **Vertical:** Upstairs flat roof is not safe for escape—use stairs.

Fire Safety Equipment

- Visual and sound alarms are in place.
- Emergency lights are installed.
- Fire extinguishers and a fire blanket are available.

Maintenance and Checks

- Fire alarms, lights, exits and signs checked **weekly by Trustees.**
- **Professional checks every 6 months.**
- Fire records are kept near the alarm box.

Fire Service

- Trustees will call 999.
- **Deaf users** should register phones or use **BSL 999 app.**

Emergency Plan

- Evacuation plans are on the wall.
- Every group has its own safety plan.
- **Training happens once a year.**

Reviewed in: **2025**