

COIGACH COMMUNITY HALL FIRE SAFETY PROCEDURE

1. If you discover a fire:

1. **ACTIVATE THE NEAREST FIRE ALARM POINT BY BREAKING THE GLASS**
2. **CLOSE DOORS TO PREVENT FIRE SPREADING**
3. **EVACUATE THE BUILDING QUICKLY & SAFELY**
4. **FOLLOWING THE PROCEDURE BELOW**
5. **CALL THE FIRE SERVICE ON 999**

There is a telephone call box by the Post Office in Achiltibuie
Coigach Community Hall is located at Island View, Achiltibuie, IV26 2YG.

2. When the fire alarm is sounded, the following procedure must be followed immediately:-

1. **LOCATE THE NEAREST SAFE EXIT (Marked green on following plan)**
2. **PROCEED QUICKLY & CALMLY TO THE EXIT
WITHOUT STOPPING TO PICK UP ANY PERSONAL ITEMS.**
3. **LEAVE VIA THE EXIT AND GO QUICKLY & CALMLY TO THE ASSEMBLY
POINT LOCATED AT LOWER CAR PARK NEAR GATE TO ISLAND VIEW.**
4. **DO NOT RE-ENTER THE BUILDING UNDER ANY CIRCUMSTANCES**

3. FOR GROUPS IN CHARGE OF CHILDREN

The senior person in charge (SPIC) of any children will ask them to stand and assemble at the door. The SPIC will pick up the register, which includes all contact numbers and the mobile phone.

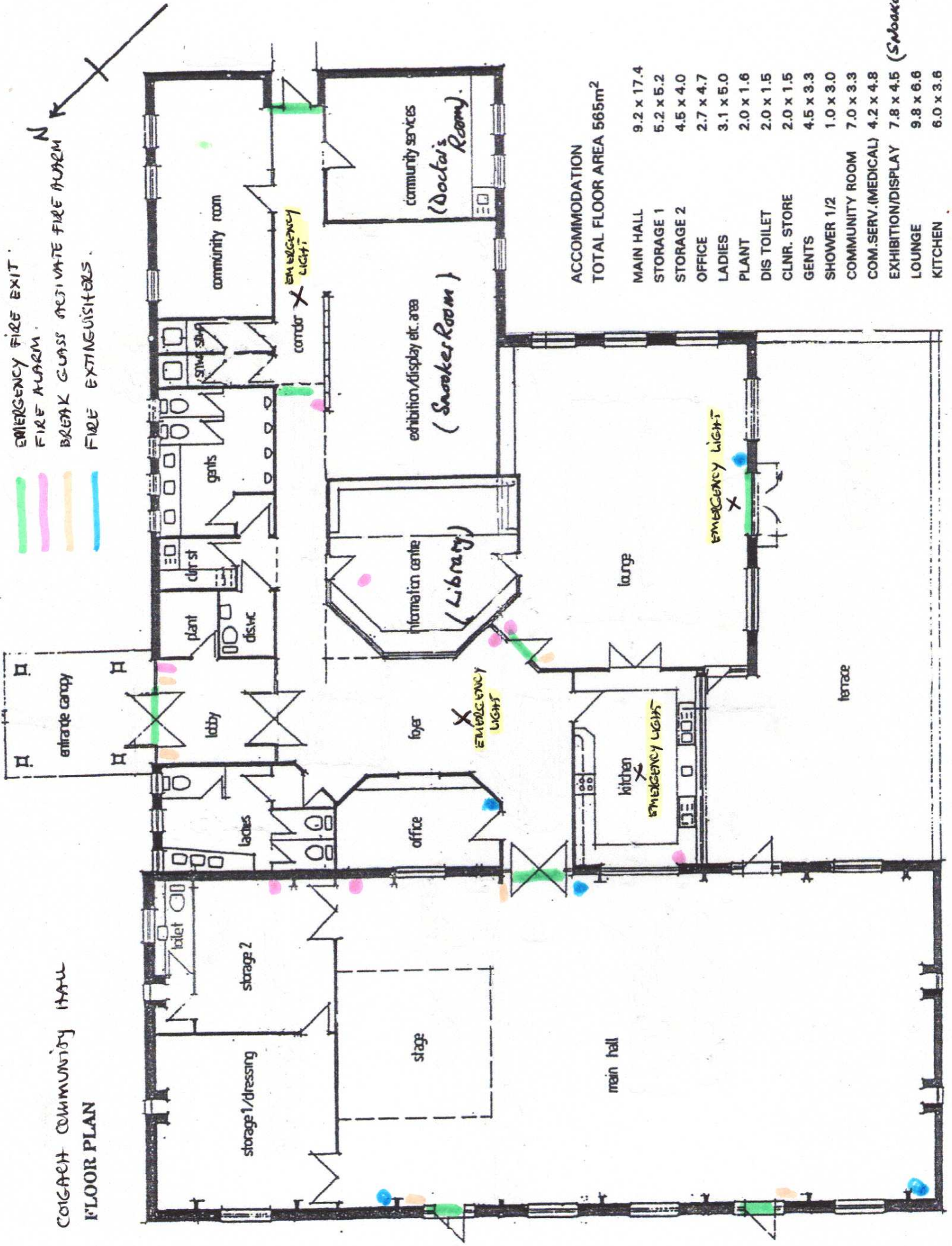
- The SPIC will lead any children quickly and calmly from the room without stopping to pick up any personal items.
- The SPIC will nominate a second person to count the children out of the room, and quickly check that no-one has been left behind. They will check the toilets/kitchen areas etc. for any children before vacating the building.
- The SPIC will lead all children to the assembly point, where the SPIC will take the register and carry out another head count.

4. FOR GROUPS IN CHARGE OF ADULTS REQUIRING ASSISTANCE

The senior person in charge (SPIC) of any adults requiring assistance shall nominate other adults to safety escort those requiring assistance from the hall to the assembly point.

**COGACH COMMUNITY HALL
FLOOR PLAN**

- EMERGENCY FIRE EXIT
- FIRE ALARM
- BREAK GLASS ACTIVATE FIRE ALARM
- FIRE EXTINGUISHERS



ACCOMMODATION

TOTAL FLOOR AREA 565m²

MAIN HALL	9.2 x 17.4
STORAGE 1	5.2 x 5.2
STORAGE 2	4.5 x 4.0
OFFICE	2.7 x 4.7
LADIES	3.1 x 5.0
PLANT	2.0 x 1.6
DIS TOILET	2.0 x 1.5
CLNR. STORE	2.0 x 1.5
GENTS	4.5 x 3.3
SHOWER 1/2	1.0 x 3.0
COMMUNITY ROOM	7.0 x 3.3
COM.SERV.(MEDICAL)	4.2 x 4.8
EXHIBITION/DISPLAY	7.8 x 4.5 (Smoker)
LOUNGE	9.8 x 6.6
KITCHEN	6.0 x 3.6

Coigach Community Hall Fire Safety Policy Statement

Policy Statement – Nov 2013

Coigach Community Hall (CCH) will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the appropriate fire safety legislation, guidance and best practice standards.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, visitors, contractors and others who may be affected by the activities of the organisation.

In doing so, CCH will ensure that:

- Fire safety risk assessments are carried out on all its premises.
- Competent persons to assist with implementing the requirements of legislation are appointed.
- Organisational arrangements for the effective planning, organisation, control, monitoring and review of fire safety are implemented.
- General fire precautions to ensure, so far as is reasonably practicable, the safety of its employees, students, contractors and visitors on its premises are implemented

Organisational Responsibilities

The responsible persons will ensure that adequate resources are made available to enable CCH to fulfil their duties under the Regulatory Reform (Fire Safety) Order.

CCH will ensure that the appropriate policies, procedures and audit protocols:-

- are in place and reviewed from time to time.
- are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.
- are implemented and adhered to in their area of operational responsibility.
- are appropriate systems for carrying out fire risk assessments and developing emergency plans and that suitable arrangements are implemented in all premises and for all activities within the premises.
- and that action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- and that regular inspections are carried out on control measures to ensure their continued effectiveness.
- and that audits are carried out periodically to ensure the effectiveness of control measures.

Employees, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

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Arrangements

Fire Detection and Alarm System

Automatic fire detection and alarm systems and break-glass call points shall be installed, maintained and tested in accordance with BS 5839.

A maintenance contract is in place with Scotshield that provides a full check and service of the entire system in accordance with BS5839.

Fire alarms will be tested monthly by the Maintenance Engineer and any defects should be reported immediately to the CCH Hall Committee

Provision and Maintenance of Fire-fighting Equipment

Fire fighting equipment will be sited as recommended by the Fire Risk Assessment. CCH will have a responsibility to ensure that the equipment is accessible at all times.

An annual service contract is in force with MacGregors for maintaining the fire extinguishers.

Provision and Maintenance of Fire Escape Routes

Emergency lighting, fire exit route directional signage (and other fire safety related signage), fire doors, fire lobbies and other parts of exit routes shall be available.

Emergency lighting shall be installed in all premises to the current British Standard.

The emergency lighting is maintained by the CCH maintenance staff.

Emergency lighting will be tested monthly by the Maintenance Engineer and any defects should be reported immediately to CCH.

Provision of Training and Information

Within 4 weeks of commencing employment, each new member of staff will attend an induction training course. This course will deal with all basic aspects of fire safety and fire equipment.

Within every year all staff will receive refresher training.

Fire action notices are posted in prominent locations within buildings.

Handouts containing fire prevention information for contractors and visitors will be issued by the Administrator.

A permit to work systems for contractors engaging in 'hot work' is in force where necessary and is managed by the Maintenance Engineer

A file of relevant information including plans and details of the locations of hazardous substance areas etc. is kept in the office for use by the Fire Brigade and other emergency services.

Fire Drills

Fire drills will be held every year. These drills are to be arranged by the Administrator who will trigger the alarms and reset them once the drill is completed.