

VERSION 2



FIRE SAFETY POLICY

JUNE 2024

SUTTON COLDFIELD ADVENTURE UNIT
REVIEW DATE: JUNE 2026

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1. INTRODUCTION

It is the policy of Sutton Coldfield Adventure Unit to seek to ensure as far as is reasonably practical, that all steps are taken to prevent and minimise the effects of fire.

SCAU acknowledges its responsibility for the safety of people within SCAU if fire occurs, for the prevention of fire and the requirement to have a written statement of general policy under the statutory requirements of:

- Regulatory Reform (Fire Safety) Order 2005 (RR/SFO)
- Health & Safety at Work Act 1974
- Building Act 1984 & Building Regulations 1991
- Health & Safety Management Regulations 1999

The fire safety policy, together with any subsequent revisions, will be brought to the notice of all volunteers at SCAU.

2. STATEMENT OF POLICY

SCAU recognise their responsibilities to ensure that reasonable precautions are taken to provide a safe working environment and that steps are taken to prevent or minimise the causes of fire, in compliance with relevant statutes and code of practice (as identified above).

In pursuance of this aim, SCAU will:

- Provide a safe environment, paying attention to fire prevention and evacuation procedures.
- Ensure that systems are in place and regularly scrutinised to ensure their adequacy i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and firefighting equipment.
- Provide appropriate information, suitable instruction and training in basic fire prevention measures and evaluation procedures.
- Ensure all legally enforceable obligations are complied with, for designed use premises, under relevant legislation.
- Ensure risk assessments are implemented to comply with statute.

3. FIRE SAFETY PROCEDURE

3.1 SECTION LEADER & TRUSTEE RESPONSIBILITIES

As the persons in material control of the running of the sections, responsibility of fire safety rests with Section Leaders.

The Section Leaders are responsible for:

- Demonstrating commitment to the promotion of fire safety within SCAU.
- Ensuring sufficient resources are allocated to implement the fire safety policy and procedures including the preparation and maintenance of fire evacuations procedures for SCAU.
- Organising regular fire drills, monitoring the outcomes, recommending remedial actions where necessary.
- Maintaining a fire register for each SCAU section.
- Completion of fire safety module on Flick Learning
- 2 Fire Wardens to be nominated for each section and under Fire Warden Training via Flick Learning.

Trustees are responsible for:

- Ensuring that a fire risk assessment is carried out for those areas under the Section Leaders control.
- Reviewing the implementation of the fire safety policy ensuring that training is provided for the volunteers through Flick Learning.
- Keeping of records of all actual fire incidents and investigating fires in suspicious circumstances in conjunction with police and fire services.

3.2 PREMISES MANAGEMENT RESPONSIBILITIES

Holy Trinity RC Church and St Nicholas RC Church are responsible for:

- Identifying necessary resources to prepare, provide and maintain fire systems and firefighting equipment in line with the obligations of the Health & Safety at Work Act 1974 and any relevant fire legislation.

3.3 RESPONSIBILITIES OF ALL LEADERS

All leaders must:

- Adhere to SCAU fire safety procedures,
- Notify even small, rapidly extinguished fires; and
- Participate in fire safety training drills.

4. FIRE RISK ASSESSMENTS

Fire risk assessments will be reviewed annually for venues used, or if there is a change in circumstances that affects SCAU fire safety arrangements.