

Witchford Playing Field Association

Bedwell Hey Lane, Witchford, Ely, CB6 2JN

Registered charity no. 280210

FIRE SAFETY POLICY

Fire Safety Coordinator

The Fire Safety Coordinator is Doug Brooker.

Fire Certificates and Log Books

The Fire Certificate and corresponding log book to detail alarm tests, call point tests, fire equipment and escape route inspections and drills etc. will be maintained by the Fire Safety Coordinator.

Emergency Lighting

Where emergency lighting systems are fitted, they will be maintained and tested on an annual basis and the results recorded.

Escape Routes and Exits

All escape routes and exits will be kept free from obstruction, clearly marked and available at all times to ensure safe evacuation.

Fire Detection and Alarm Systems

Points will be tested on a weekly basis and the overall system maintained and tested on an annual basis to ensure its efficacy.

Fire Drills and Instruction

A full fire drill and evacuation will be held at least once per year. All employees and customers will be trained regarding the procedures for raising the alarm and evacuation.

Fire Fighting Equipment

Fire fighting equipment is provided in appropriate places according to the particular risk posed. All fire fighting equipment will be serviced on an annual basis.

Inspections

The Fire Safety Coordinator is responsible for conducting weekly inspections that incorporates fire safety elements. This will ensure, as a minimum, that fire-fighting equipment is present and serviceable, fire routes and exits are free from obstruction, flammable liquids are correctly stored and that there is no accumulation of rubbish to create a fire hazard. The results of these inspections will be recorded on the weekly workplace inspection checklist.

Risk Assessments

Fire risk assessments will be performed and the results recorded. They will be reviewed on an annual basis.