

THE CHANTRY CENTRE FIRE SAFETY POLICY



1. Policy Statement

The purpose of this fire safety policy is to ensure the safety of all people in, or in the vicinity of, the Chantry Centre in case of fire. The Chantry Centre trustees are committed to taking all reasonably practicable measures to prevent or minimise the risk of fire including engaging specialist third parties to regularly undertake fire risk assessment in order to identify hazards and ensure appropriate controls are in place, in line with the Regulatory Reform (Fire Safety) Order 2005.

Whilst the risk fire can never be prevented completely, The Chantry Centre has put in place systems to alert people to fire, raise the alarm and escape safely. These systems will be regularly monitored and reviewed. Members of staff and, as applicable, centre users will also be given training and instruction on fire evacuation measures.

2. Responsibility

The Chair of the Trustees has overall responsibility for this policy.

Responsibility for regular in-house testing and inspection of systems (including, every 6 months fire doors) shall be the responsibility of the Centre Manager. This shall be recorded.

An independent Fire Risk Assessment by a specialist contractor shall be carried out the earlier of 2 years or upon major modification to the fabric of the Chantry Centre. The next Fire Risk Assessment shall be due in Q2 2027.

An annual contract shall be maintained with Chubb for the maintenance and servicing of emergency lighting and the fire alarm system. Regular testing of the emergency lighting and fire alarm system shall be the responsibility of the Centre Manager.

Fire extinguishers shall be maintained on an annual basis by a specialist third party contractor.

A gas safety certification for the boilers shall be undertaken on an annual basis by a specialist third party contractor.

PAT testing shall be undertaken annually by a specialist third party contractor.

Fixed electrical system shall be inspected every two years by KJ Booth, an NICEIC approved electrical contractor. The complexity and age of the fixed electrical system shall mean that during such inspections any C1 items shall be immediately rectified, with C2 items being prioritised by the contractor on the basis of funds available.

3. Fire Wardens, Responsible Persons and Fire Marshalls

The expectation is that in normal circumstances, total occupancy of the Chantry Centre will exceed 50 persons if at least one of the Centre Manager, Assistant Manager, Chair and Vice Chair of Trustees and Garden Café lead volunteer shall be on site.

As a result these shall be the nominated Fire Wardens and shall be provided with appropriate training.

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Additional Fire Wardens may be nominated from time to time with a particular emphasis on those hirers who regularly occupy the building when there are no Chantry Centre Fire Wardens on site.

When on site the nominated Fire Wardens shall be the Responsible Person for the purposes of the Emergency Action Plan including evacuation of the building. For smaller events when no Fire Wardens are on site, the Hirer shall be the Responsible Person and arrangements made to ensure that they are appropriately briefed.

The Responsible Person shall be responsible, inter alia, for nominating Fire Marshalls in accordance with the Emergency Action Plan.

4. Evacuation and Drills

An annual scenario based evacuation drill shall be undertaken based on a fire event during a time of maximum use / occupancy in the building. The findings shall be recorded.

Whilst it is not practicable to prepare a Personal Emergency Evacuation Plan (PEEP) for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time, prior to the event commencing the Responsible Person shall identify such individuals and consider how they may be best provided with additional assistance.