

FAVERSHAM CREEK TRUST

The Purifier Building • North Lane • Faversham • Kent • ME13 7DY

Fire Safety Policy

Introduction

Faversham Creek Trust (“the Trust”) is committed to providing a safe working environment for its members, volunteers and visitors using its Purifier Building. The hazardous nature of the work in the building which includes wooden boat building and the manufacture of blocks for yacht fittings means that trustees pay particular attention to fire safety. For this reason, Faversham Creek Trust has formulated this policy to facilitate compliance with its legal obligations under the Regulatory Reform (Fire Safety) Order 2005 (“Fire Safety Order”).

Policy objectives

1. To provide a safe and healthy working environment for all members, volunteers and visitors.
2. To minimise the risks to the Trust’s premises, in particular fire-related risks.
3. To manage fire risks in accordance with the requirements of the Fire Safety Order.
4. To comply with the requirements of the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order 2005, in particular to:
 - a. Develop a policy to minimise the risks associated with fire.
 - b. Reduce the risk of an outbreak and subsequent spread of fire.
 - c. Provide means of escape.
 - d. Demonstrate preventative action.
 - e. Maintain documentation and records in respect of fire safety management.

The Responsible Persons

The Trust has appointed a trustee to be the “responsible person” whose duties are to ensure the safety of members, volunteers and visitors by:

1. Carrying out (or ensuring that a competent person carries out) a Fire Safety Risk Assessment (FRA). The FRA will take into consideration everyone who may come onto the premises, whether they are volunteers or visitors and consideration will be given to people who may have a disability or anyone with special needs.
2. Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
3. Preparing a written Emergency Action/Evacuation Plan for the building to be displayed at various locations about the premises.



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4. Preparing Personal Evacuation Plans for disabled persons (if relevant).

Fire Marshals

The Trust will appoint competent persons to act as Fire Marshals whose duties will include:

1. Carrying out regular checks on all fire safety equipment, including emergency lights and alarms.
2. Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable.
3. Assisting in fire drills &/or evacuations.
4. Making contact with the emergency services.
5. Ensuring that the names and duties of all competent persons are displayed on the safety notice board.

Communication

The Trust will ensure that all persons using the building, whether volunteers or contractors, are provided with all relevant information related to fire safety. The board of trustees of the Trust will consult with those (where relevant) on all relevant matters of fire safety policy and arrangements and will ensure they are kept informed of any changes that are made to fire safety procedures.

Training

1. Upon commencement of tenancy, trusteeship or taking on a volunteer role, all those people (where relevant) will be given training on fire safety and will receive refresher training as appropriate.
2. All building users will be instructed to report any defective or missing equipment to the “responsible person” or any trustee.
3. All licensees, trustees and volunteers will receive instruction on their role in the case of a fire emergency.
4. Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

Equipment/Testing

1. The fire evacuation procedures will be practised every six months.
2. Firefighting equipment will be provided. In general, this means fire extinguishers, but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the fire safety risk assessment.
3. All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturer’s instructions.



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4. An appropriate fire detection and alarm system is installed. Any alterations to the type and extent of the alarm system provided will be based on the findings of the fire safety risk assessment. Alarm systems will be tested regularly and records kept. Building users and visitors will be informed when these tests are scheduled.
5. Emergency lighting will be provided for escape routes, where applicable. The location and type will be determined by the findings of the fire safety risk assessment. Luminaires will be maintained on a service contract.
6. Operation of fire doors and emergency exits, including any automatic closers, will be tested and recorded in the fire log six monthly, or more often if dictated by the FRA.

Procedures

Faversham Creek Trust has introduced the following procedures to maintain high standards of fire safety:

1. Emergency escape routes will be established and kept free from obstruction at all times.
2. Fire exit doors will be kept in good working order and unlocked at all times the premises are occupied.
3. The risk of fire spreading through the building will be controlled by the provision of fire/smoke resisting doors.
4. Signs and notices will be displayed in prominent locations giving appropriate instructions of what to do in the event of a fire.
5. Signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate the emergency exit routes.
6. Evacuation drills will be held twice a year.

Records

Faversham Creek Trust will record training, including fire drills, and the findings of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments. The following records will be kept:

1. Records of weekly tests of fire alarms, fire exits.
2. Records of weekly flow tests of sprinkler systems (where fitted).
3. Records of wet and dry tests of dry rising mains (where fitted).
4. Record of annual inspection and test of all firefighting equipment.
5. Records of periodic tests of emergency lighting (where fitted).
6. Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
7. Records of the inspection, risk assessment and maintenance of workplace and electrical equipment, of storage of hazardous substances and of any other hazards identified with fire safety (where appropriate).



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