



Fire Safety Policy

1. General

Midland Gliding Club Ltd is a responsible organisation that takes its fire safety duties seriously. For that reason this policy has been formulated to help the Club comply with its legal obligations to staff, members and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order). The Club is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, members, visitors and other persons who may be affected by its activities.

This policy addresses our obligation under The Order that requires the Club to:

- 1 **Develop a policy to minimize the risks associated with fire**
- 2 **Reduce the risk of an outbreak of fire**
- 3 **Reduce the risk of the spread of fire**
- 4 **Provide a means of escape**
- 5 **Demonstrate preventive action**
- 6 **Maintain documentation and records in respect of fire safety management**

This fire safety policy also forms part of the Club's general health and safety policy.

2. The Responsible Person

The Club has appointed a 'responsible person' who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto Club property and of anyone not on the premises but who may be affected.

The body appointed as the responsible 'person' is: The Chairman and Management Committee.

The responsible body must ensure that competent persons carry out Fire Safety Risk Assessments (see Section 9, below). The responsibility for health and safety matters relating to staff and visitors is generally carried by the Chairman.

The responsible body has appointed The Office Administrator and the Professional Instructor as competent persons to carry out the day to day provisions of the Fire Safety Policy.

3. Fire Marshals

During office hours the Club's Fire Marshall is the Office Administrator. Because of the transient nature of the Club's overnight occupation, outside office hours the Club's Fire Marshals shall be those staff and members that are on site overnight.

In the event of a fire the Marshals:

- 1 Make contact with the Shropshire Fire and Rescue Service
- 2 Assist in evacuations.
- 3 Provide essential information to the Shropshire Fire and Rescue Service

4. Competent Persons

The Club will appoint competent persons to carry out the following duties:

- 1 Carry out risk assessments
- 2 Advise Fire Marshals
- 3 Assist with fire drills

The competent persons will include the Committee and the Office Administrator.

A competent person will only be regarded as competent if they have the appropriate level of training, experience, and knowledge. Training and supervision will be provided for nominated competent persons where appropriate.

5. Documentation & Records

The Club documents and keeps records to prove that we have acted responsibly. The following records will be kept in good order, up to date and available for scrutiny at any time in the Club Office, unless otherwise stated:

- 1 This fire safety policy (this will also be lodged with all committee members)
- 2 Fire evacuation procedures
- 3 Copies of all risk assessments
- 4 Records of all fire training
- 5 A record of all fire drills (at least four per year) listing all attendees, evacuation times and any comments.
- 6 Records of weekly tests of fire alarms, final fire exits.
- 7 Record of annual inspection and testing of all fire fighting equipment
- 8 Records of periodic tests of emergency lighting
- 9 Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- 10 Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety
- 11 Records of any unwanted alarm activations and action taken — the Office Administrator to maintain a separate list of all activations and pass information on for action where appropriate.
- 12 Plans of the Club Buildings (Office)

6. Duties of the Staff

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that the Club may introduce as a measure to protect the safety and well-being of all staff and visitors.

7. Communication

The Club will ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. A fire safety briefing will form part of the induction training for new members of staff. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

8. Procedures The Club has introduced the following procedures in order to maintain high

standards of fire safety:

- 1 The fire evacuation procedures will be practised at least four times annually.
- 2 All staff will be given training, including a fire safety briefing as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours as far as reasonably possible.
- 3 It is Club policy that key staff and contractors, namely Kitchen and Workshop staff, will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
- 4 All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and recorded in the fire log at least on a quarterly basis.
- 5 Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets or hoses may be made where deemed appropriate by the findings of a risk assessment.
- 6 All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of the Club notices defective or missing equipment, they must report it to a competent person.
- 7 An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the relevant risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- 8 Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the relevant risk assessment.
- 9 The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All staff and members are required to ensure that any fire door provided remains closed at all times.
- 10 Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- 11 Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.

- 12 In the normal course of their attendance, members and staff will make it their business to ensure that contractors, staff, visitors and other users of the Club buildings keep exits and lobbies clear of debris, furniture etc, that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.
- 14 This policy will be included as part of the terms and conditions of employment. Failure to cooperate may be treated as a disciplinary matter.

9. Risk Assessments

Following the training of the competent persons, those persons shall make, record, review and, where applicable, revise Fire Safety Risk Assessments at regular intervals in accordance with The Order. They should also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of use.

The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.

The Committee have a duty to identify all hazardous substances and other potential or actual hazards and to make this information available to those who carry out the risk assessments.

A 'five step' approach will be taken as follows:

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| Step 1 | Identify potential fire hazards in the workplace. |
| Step 2 | Decide who might be in danger, in the event of a fire, in the workplace or while trying to escape from it, and note their location. |
| Step 3 | Evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g. by improving the fire precautions). |
| Step 4 | Record findings and details of the action taken as a result. |
| Step 5 | Keep the assessment under review and revise it when necessary. |

The form used will be the template supplied by the Clubs' Fire Adviser in consultation with the Shropshire Fire and Rescue Service.

The policy statement will be regularly reviewed and updated as necessary. The Club Committee endorses this policy and is fully committed to its implementation.