



FIRE SAFETY POLICY

Purpose

- To protect life and property in the event of a fire.
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Responsible Person

The Management Committee appoints a Responsible Person to oversee fire safety.

Assembly Point

In the event of a fire, the designated assembly point is in Budgens Car Park, opposite the road to Holt Community Centre.

Arrangements

- A Fire Risk Assessment will be completed at least annually
 - Fire alarms, emergency lighting, and extinguishers will be maintained and tested as per the recommendations of the Fire Risk Assessment
 - Fire exits will be clearly marked and kept clear
 - Evacuation procedures will be displayed throughout the building
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Staff, Volunteers & Hirers

- Staff and volunteers will receive instruction on fire procedures.
- All hirers are responsible for ensuring their attendees follow fire safety procedures
- Hirers must familiarise themselves with:
 - Fire exits
 - Alarm call points
 - Evacuation procedures



Emergency Procedure

- Raise the alarm
- Evacuate immediately, do not stop to collect personal items
- Assemble at the designated point
- Do not re-enter until authorised

Please read the Fire Emergency Procedure for full details.

Fire Drills

Fire drills will be carried out where appropriate, particularly where staff or volunteers work regularly on site. These will be timed and recorded.

Reporting & Review

- Any fire, near miss, or fault with fire safety equipment must be reported immediately
- This policy will be reviewed:
 - Annually
 - After any fire incident
 - Following significant changes to the premises or activities



Approval

This Fire Safety Policy is approved by the Management Committee of The Holt Community Centre.

Date approved: _____

Review date: _____

Signed (Chair/Authorised Person): _____