
FERRING RETIREMENT CLUB,
GREYSTOKE ROAD, FERRING,
WORTHING, WEST SUSSEX
BN12 5JL

Fire Safety Policy

**IN THE EVENT OF A FIRE, UNDER NO CIRCUMSTANCES
SHOULD ANYONE (OTHER THAN THE FIRE SERVICE)
ENTER OR RE-ENTER THE BUILDING**

Ferring Retirement Club

Fire Safety Policy

1. Introduction

- 1.1 Ferring Retirement Club (the '**Charity**') is a registered charity whose objects are: *“the relief of the elderly in any manner now or hereafter deemed charitable within Ferring and the surrounding area”*.
- 1.2 The Charity and its property are administered and managed by appointed trustees (the '**Trustees**') who are mindful that they have a legal obligation to act in the best interests of the Charity and its members.
- 1.3 The Charity recognises its responsibility to comply with The Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021 and to carry out a fire risk assessment in order to identify the general fire precautions it needs to have in place.
- 1.4 The Charity undertakes to:
 - regularly assess and review fire risks for its premises
 - maintain adequate and appropriate measures to remove or reduce the risk to life
 - plan for an emergency
 - keep a written record of its fire risk assessments
 - ensure that all persons who need to be aware of this Fire Safety Policy and any fire safety procedures are provided with or given access to a copy of the same
 - carry out regular tests of the fire alarm system and firefighting equipment serving the premises

2 Fire Safety Policy Statement

- 2.1 This policy follows the guidance intended for premises where the main use of the building or part of the building is as a small (premises accommodating up to 60 people) or a medium (premises accommodating up to 300 people) place of assembly. Subject to clause 2.2, this policy will apply to the Charity's premises. Since the Charity's premises adjoin The Glebelands Community Centre (GCC), co-operation with the Directors of Glebelands is necessary as part of an integrated risk assessment for the whole building. For the avoidance of doubt, any fire safety duties relating to GCC's premises, equipment, signage etc remain the responsibility of the Directors of Glebelands.
- 2.2 A Charity event or function could be held in the Charity's premises or in the adjoining GCC and the relevant provisions of this policy relating to duties of Responsible Persons will apply in respect of the Charity's use of the GCC where appropriate for the purposes of the safety of attendees at an event or function organised by the Charity.
- 2.3 The Charity will ensure that all facilities, equipment and devices provided in its premises in respect of fire safety will be adequately maintained.

- 2.4 A Fire Risk Assessment will be carried out annually by one or more of the Responsible Persons, as indicated in Section 3 of the Health & Safety Policy. A Fire Risk Assessment Form is provided for this purpose. Once completed the Fire Risk Assessment form should be scanned and retained electronically as part of the Club's records.

3 Duties of the Responsible Person at an Event or Function

- 3.1 The person in charge in the Charity's premises (or in the GCC for an event or function organised by the Charity) at any given time is the 'Responsible Person' on that occasion.

- 3.2 The Responsible Person at any event or function has legal duties with regards to the safety of those persons assisting or attending the event or function.

- 3.3 Before the event or function, the Responsible Person should:

3.3.1 check

- the location of exits and escape routes
- that all escape routes are clear of obstructions and combustible material

3.3.2 be aware of

- what fire protection systems are present
- how a fire will be detected
- how people will be warned if there is a fire
- how the evacuation of the premises should be carried out
- where people should assemble after they have left the premises
- procedures for checking whether the premises have been evacuated
- arrangements for fighting fire
- how the fire and rescue service and any other services will be called

3.3.3 decide

- the arrangements for fighting fire
- the arrangements for means of escape for disabled persons
- the duties of persons who have specific responsibilities if there is a fire
- the arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, children, members of the public and visitors
- who will be responsible for calling the fire and rescue service
- who will deal with people once they have left the premises

- 3.4 At the start of the event or function, the Responsible Person should notify all those present about:

- the smoking policy
- location of exits and escape routes
- taking only valuables immediately to hand but not to collect other belongings
- the location of muster points

3.5 During the event or function, the Responsible Person should ensure that:

- escape routes and exits do not become blocked
- the smoking policy is adhered to
- no naked flames are started
- the number of persons in the premises is limited or controlled
- a register of attendees is completed (by the Responsible Person or other person in charge of taking the register at the event or function) unless the event or function is attended by members of the public.

4. Fire Control

4.1 In the event of a fire, **the Responsible Person should direct the evacuation procedure.**

They should:

- instruct a person with access to a telephone to call 999 immediately and give the address as Ferring Retirement Club, Greystoke Road, Ferring BN12 5JL
- instruct everyone to leave the building by the nearest exit
- check toilets, close windows and doors without delaying or jeopardising their own escape
- ensure that they or another person has the attendees register to hand for roll calling the evacuees, as well as the list of casual helpers on the door of the kitchen cupboard, if appropriate.

4.2 Escape routes

Each of the three fire exits is signposted as a **FIRE EXIT**. They are:

- The front door to the Club Room
- The glass door on the flank wall of the Club Room near the kitchen
- The rear door to the kitchen.

If locked, they can all be quickly opened using the 'turn key'

4.3 Fire extinguishers

- No-one should use fire-fighting equipment unless they are properly trained
- A **water fire extinguisher** is sited on the **flank wall of the Club Room near the kitchen**. It should be used to extinguish fires involving solid combustible materials (e.g. wood, paper and textiles). **It must not be used on electrical equipment.**
- A **carbon dioxide fire extinguisher** is sited on the **inside wall of the kitchen** and should be **used to extinguish flammable liquid fires and those involving electrical equipment**. A **fire blanket** is sited **next to this extinguisher**. Both extinguishers are serviced regularly.

4.3 **The muster point is the Glebelands Car Park.** At the muster point, the Responsible Person should check the register for that session and report any missing persons immediately to West Sussex Fire & Rescue Service.

Last reviewed 9 May 2023