



## FIRE SAFETY POLICY

The responsible person is: The Minister

The nominated person is: The Operations manager

The purpose of this Fire Safety Policy is to ensure the safety of all the people in, or in the vicinity of the premises known as Coventry Central Hall in case of fire. Coventry Central Hall is committed to taking all reasonably practicable measures to prevent or minimise the risk of fire and has undertaken a fire safety risk assessment to identify hazards and ensure appropriate controls are in place, in line with The Regulatory Reform (Fire Safety) Order 2005. The Fire Risk assessment will be carried out annually.

Whilst fire can never be prevented completely, Coventry Central Hall has put in place suitable systems to alert people to fire, raise the alarm and escape safely. These systems will be regularly monitored and reviewed through fire drills. All members of staff will also be given training and instruction on fire evacuation measures.

The measure we will take are:

- The fire alarm will be tested weekly and tests will be recorded
- All staff will be trained in enabling and disabling the fire alarm
- Emergency lighting will be tested monthly across all lighting and a 3 hr(full duration) test will be completed annually and all will be recorded.
- All portable electrical appliances will undergo annual PAT testing which will be recorded,
- Fire extinguishers will be checked monthly to ensure the correct ones are in the correct place and undamaged and results will be recorded. They will be serviced and inspected annually and this will also be recorded.
- Any hazardous substances will be kept in locked cupboard and disposed of appropriately when necessary.
- Fire exits will be kept clear at all times and will be checked monthly.
- Fire drills will be carried out quarterly and will include some Sunday evacuations.
- Evacuation plans will be in place including 'PEEP' (Personal Emergency Evacuation Plans) and will be in a welcome pack given or sent to hirers and also available in rooms.
- Staff will be trained in evacuation, including the use of the Evac chair and fire safety, at the appropriate level which will be recorded. All fire marshals will be identifiable by labelled Hi Vis tabards.
- All escape routes will be kept clear of combustible materials and combustible rubbish removed promptly.
- No smoking will be allowed anywhere on the premises.

**Related policies and procedures:**

PEEP

Portable Heater and Appliances policy

Health and safety Policy

Generic permit to work

Bomb threat procedure

Risk assessments

Review date: 7.2.26 FEB CC

Signed: R. Menzies Date: 7.2.26