

Fire Safety Policy



NOTA BENE – for external venues

When using an external venue, RYZ fire officer will meet with the venue manager on a yearly basis to agree on how to share the below responsibilities. Minutes to be kept and agreed by all.

1. Policy Statement

At Rye Youth Zone, we are committed to providing a safe environment for all young people, staff, and visitors. We recognise that fire safety is a key responsibility, and we aim to ensure that all reasonable precautions are taken to prevent fires and that everyone is prepared in the event of an emergency. This Fire Safety Policy sets out the procedures and responsibilities for fire prevention, evacuation, and emergency response at the youth club.

2. Objective

The objective of this policy is to:

- Ensure that all staff, volunteers, and young people are aware of the fire risks and how to reduce them.
- Ensure that effective procedures are in place for preventing fires, and for evacuating the premises in the event of a fire.
- Comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation.

3. Scope

This policy applies to all premises used by Rye Youth Zone, including buildings, outbuildings, storage areas, and external grounds. It applies to all staff, volunteers, young people, and visitors to Rye Youth Zone.

4. Fire Safety Responsibilities

- **Directors and Senior Staff**
 - Ensure the fire safety policy is implemented effectively and reviewed regularly.
 - Appoint a designated Fire Safety Officer responsible for overseeing fire safety measures and fire drills.
 - Ensure fire risk assessments are conducted annually and reviewed if any changes occur in the building layout or activities.
- **Fire Safety Officer**
 - Conduct regular fire risk assessments, review and update evacuation plans.
 - Ensure fire exits are kept clear and accessible at all times.
 - Coordinate fire drills and ensure that everyone knows their evacuation roles.
 - Provide staff training on fire safety and emergency evacuation procedures.
 - Ensure that fire detection and alarm systems are working and regularly tested.

- **Staff and Volunteers**
 - Be familiar with fire procedures and evacuation plans.
 - Participate in regular fire drills.
 - Ensure that fire exits and escape routes are not blocked.
 - Report any fire safety hazards or concerns to the Fire Safety Officer.
- **Young People**
 - Follow the instructions given during fire drills and in the event of an actual fire.
 - Never block fire exits or obstruct escape routes.
 - Report any fire hazards they encounter to staff.

5. Fire Prevention Measures

- **Fire Risk Assessment:** A fire risk assessment will be carried out at least once per year and whenever there is a significant change in the premises or activities. The assessment will identify fire hazards and control measures.
- **Fire Detection Systems:** A working smoke detection and alarm system will be installed in all areas used by the youth club. Fire alarms will be tested regularly, and any faults will be promptly addressed.
- **Fire Extinguishers:** Appropriate fire extinguishers will be provided in easily accessible locations throughout the premises. Staff will be trained on their use, and fire extinguishers will be checked and maintained regularly.
- **Electrical Equipment:** Electrical equipment will be regularly inspected for faults, and all faulty equipment will be removed from use. Power strips will be used safely, and no overloaded electrical circuits will be permitted.
- **Storage of Flammable Materials:** Any flammable materials will be stored securely and in compliance with fire safety regulations. Flammable substances will be kept away from heat sources.

6. Evacuation Procedures

- **Evacuation Plan:** The youth club will have an up-to-date evacuation plan that includes escape routes, assembly points, and responsibilities for staff. All members of the youth club (staff, volunteers, and young people) will be informed of the plan during their induction and will practice it through regular fire drills.
- **Fire Drills:** Fire drills will be conducted at least twice a year, and all staff, volunteers, and young people will participate. The drills will be reviewed and improvements made based on any issues identified.
- **Evacuation of Young People:** Staff will ensure that all young people are safely evacuated to the designated assembly point in the event of a fire. Staff will take attendance and account for everyone.
- **Fire Exits:** All fire exits must be clearly marked with illuminated exit signs. Fire exits should always remain clear of obstructions.

7. Fire Safety Equipment

- **Fire Alarms:** A fire alarm system will be installed and tested regularly.

- **Fire Extinguishers:** Appropriate fire extinguishers (water, foam, CO2, powder) will be provided based on the fire risk. These will be maintained and checked regularly.
- **Emergency Lighting:** Emergency lighting will be installed in escape routes, particularly in areas without natural light.

8. Training

- **Staff and Volunteer Training:** All staff and volunteers will undergo fire safety training, including how to use fire extinguishers, what to do in case of a fire, and how to evacuate young people safely. This will be refreshed every 12 months.
- **Young People:** As part of their induction, all young people will be briefed on fire safety rules and evacuation procedures. Regular reminders will be given throughout their time at the club.

9. Fire Safety Equipment Checks and Maintenance

- **Regular Inspections:** All fire safety equipment (alarms, extinguishers, emergency lighting, etc.) will be inspected regularly, and any faults will be addressed immediately.
- **Maintenance Schedule:** A maintenance schedule will be maintained to ensure that all fire safety equipment is in working order.

10. Procedure for Reporting Fire Safety Concerns

All staff, volunteers, and young people are encouraged to report any fire hazards or concerns to the Fire Safety Officer immediately. This can include issues such as blocked fire exits, faulty fire alarms, or damaged fire extinguishers. Any concerns will be investigated and addressed as a priority.

11. Emergency Contact Information

In the event of a fire emergency, contact the **Fire Brigade** on 999 (or 112).

12. Review of Policy

This Fire Safety Policy will be reviewed annually or more frequently if significant changes occur within the club or premises. The review will ensure that all procedures are still effective and in compliance with the latest fire safety legislation.

Approved by Jenny Sinclair and Caroline Drummond (RYZ Directors)

Date 27th of January 2025

Last review: 27th of January 2025

Next review: 8th of January 2026

Contacts details

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