

FIRE HANDBOOK



ST JAMES
COMMUNITY CENTRE

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INTRODUCTION

This fire log relates to:

ST JAMES COMMUNITY CENTRE

WELLWAY

MORPETH

NORTHUMBERLAND

NE61 1BN

This fire log and handbook has been produced to provide advice and to maintain records of tests with the aim of reducing the chances of a fire happening in these premises. In the event of a fire, it explains how to get everyone out of the building quickly and safely.

This handbook **MUST NOT BE REMOVED** from the premises.

REMEMBER IF THERE IS A FIRE – HOWEVER SMALL – GET EVERYONE OUT OF THE BUILDING AND DIAL 999 FIRE & RESCUE SERVICE.

A copy of the Fire Policy and Risk Assessment is held at

Morpeth Town Council
Deputy Town Clerk's Office
Morpeth Town Hall
Market Place
Morpeth
NE61 1LZ

Tel: 01670 514314

DETAILS OF PREMISES & EVACUATION ROUTES

St James Community Centre is a single storey building used as a centre for community use. The centre capacity is 120 persons. The building does not have an automatic fire alarm. The building is fitted with smoke detectors. The building is fitted with emergency lighting.

The building has a manual fire siren which needs to be turned if a fire is discovered. This loud alarm bell will alert the rest of the users.

In the event of a fire the smoke alarm will sound or the person discovering the fire must alert the rest of the users by turning the fire siren located in the Main Hall.

- Do not stop to investigate the fire or collect valuables.
- Do not open any doors until checked using the back of your hand if it is warm the fire is on the other side.

- If there is a lot of smoke, crawl along the floor as the air is cleanest at floor level.
- Do not go back into the building for any reason.
- Call the Fire and Rescue Service.

A plan of the building is attached highlighting the evacuation routes and the location of fire fighting equipment and siren.

Evacuation Route

- 1. Leave the premises using the nearest Fire Exit doors.
- 2. The Fire Exit doors are located at the Main Entrance, at the rear of the Main Hall out to the car park or next to the toilets out into the courtyard.
- 3. Assemble on the car park away from the building.

Calling the Fire and Rescue Service

- 1. Call 999
- 2. Give the full address of the premises
- 3. Say what is on fire and where
- 4. Explain if anyone is trapped or unaccounted for

MANAGEMENT INSPECTION LOG

This log must be checked at least annually by the management of Morpeth Town Council to ensure it is being completed correctly.

DATE	INSPECTED BY	SIGNATURE	COMMENTS

DEALU.	D INCORE	TION OF M	EANS OF ESCA	D E	

REGULAR INSPECTION OF MEANS OF ESCAPE

This inspection should include checking that all doors are easily operable, that all escape routes are free from obstruction, slip or trip hazards and that all evacuation signs are clearly visible. The inspection must be carried out at least annually by either the Caretaker or by the management of Morpeth Town Council.

DATE	INSPECTED BY	FAULTS FOUND	ACTION TAKEN

INVENTORY OF FIRE FIGHTING EQUIPMENT, LOCATION & INSPECTION

This inventory shows the equipment provided in the premises and its location. Any changes are to be updated as necessary. The appliances must be checked on a monthly basis to make sure that none have been vandalised, damaged or used.

All equipment is to be inspected by a competent contractor on an annual basis. The inspection log must be completed at least annually by either the Caretaker or by the management of Morpeth Town Council.

DATE	TYPE OF APPARATUS	LOCATION	CONTRACTOR& INSPECTION DATE	FAULTS ACTION	Log Completed by

FIRE ALARM TEST

Weekly tests should be carried out to check that the fire alarm system is working correctly.

There is no fire alarm installed at St. James Community Centre.

DATE	TESTED BY	ANY FAULTS / ACTION

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SMOKE DETECTOR INSPECTION LOG

The smoke alarm must be tested weekly by pressing the test button until the alarm sounds. The Caretaker or Town Council Management can undertake this inspection.

If the alarm starts to bleep the battery needs to be replaced immediately. The battery needs to be replaced once per year even if the alarm indicates it is still "live".

DATE	INSPECTED BY	CHANGE Yes /	COMMENTS
		No	

FIRE DRILLS & FIRE INCIDENT LOG

A fire drill must be carried out at least once per year. Any other incident needs to be recorded including any fire alarm activations or evacuation of the premises.

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DATE	TIME	TIME TAKEN TO EVACUATE	PERSON IN CHARGE OF EVACUATION	COMMENTS / ACTIONS

EMERGENCY LIGHTING INSPECTION

All emergency lights should be tested at least weekly by the Caretaker or Morpeth Town Council Management to ensure that they are working correctly and any bulbs need to be replaced.

DATE	AREA CHECKED	INSPECTED BY	FAULTS / ACTIONS

PORTABLE ELECTRICAL APPLIANCE INSPECTION LOG

All electrical equipment used in any premises managed by MTC must undergo an inspection by a competent contractor at least annually. Any faulty equipment or unauthorised equipment must be removed from use. This log is completed by the Caretaker or Morpeth Town Council management to confirm all equipment is tested and bears the appropriate label and to record any equipment taken out of use.

DATE	CHECKED BY	DATE OF	EQUIPMENT FAULTY / NOT TO
	ONEONED DI	PAT TEST	BE USED - ACTION TAKEN
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LOG OF INDUCTION FOR EMPLOYEES, USERS & CONTRACTORS

This log is used to record all those who have read the Fire Log and Handbook and will be checked on an annual basis.

DATE	NAME	COMPANY	COMMENTS
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CARBON MONOXIDE INSPECTION LOG

The carbon monoxide alarm must be tested weekly by pressing the test button until the alarm sounds. The Caretaker or Town Council Management can undertake this inspection.

If the alarm starts to bleep the battery needs to be replaced immediately. The battery needs to be replaced once per year even if the alarm indicates it is still "live".

DATE	INSPECTED BY	BATTERY CHANGE Yes / No	COMMENTS

FIRE PREVENTION

- Ensure you know the fire evacuation route for the premises.
- Keep all exits and routes clear so that people can escape if there is a fire.
- Do not tackle any fire unless you are competent to do so.
- Close all doors to keep escape routes free from fire.
- Make sure that any keys for doors can be easily found.
- Keep electrical leads, tea towels and cloths away from the cooker and hob.
- Keep the oven, hob, toaster and grill clean as a build up of crumbs and grease can easily catch fire.
- Do not put any metallic item inside a microwave.
- Make sure the oven and hob is switched off after use.
- All electrical appliances need to be tested annually and unplugged when not in use.
- Do not overload electrical sockets.
- Smoking is prohibited in all Morpeth Town Council Premises.
- The use of candles is prohibited except in the case of celebration cake candles.
- Christmas tree lights need to be checked before use to ensure that they are safe.
- Fireworks are prohibited in all Morpeth Town Council Premises or sites.

USE OF FIRE EQUIPMENT

Smoke Alarms

Smoke alarms will sound a piercing warning signal if they detect smoke. Fire alarm systems should be activated on hearing the signal. If the smoke alarm beeps this is to indicate battery needs replacing.

Break Glass

On discovering a fire the break glass should be depressed and broken to raise the alarm.

Fire Blankets

These are lightweight sheets of fire- resistant material which are used to cover a fire to cut off its oxygen supply or to wrap around a person whose clothes are on fire. The blanket is held in a holder on the wall.

- Pull the tapes to remove the blanket
- Cover fire and leave in position
- Turn off gas or electricity
- Leave until cold.

Fire Extinguishers

These are pressurised cylinders containing:

Dry Powder Not to be used on liquid, electrical or metal fires

Foam Not to be used on liquid, electrical or metal fires

Carbon Dioxide Not to be used on metal fires

Fire extinguishers are quick and simple to use.

- Pull out safety pin
- Direct nozzle at the base of the fire
- Squeeze the lever whilst holding the extinguisher upright.