

Fire Safety Procedure

When using premises for u3a purposes, we have legal duties for the safe evacuation of those present including anyone identified as being especially at risk, e.g., the disabled. It should be noted that fire procedures may vary depending on the venue used and the number of people attending. It is important therefore, that the following principles should be adhered to at all events/meetings

Prior to the start of a Meeting or Event

The Lead Person should:

- identify the location of fire exits and fire equipment at the venue and ensure they are clear and accessible
- identify an appropriate Assembly Point to use if the venue has to be evacuated
- ensure that an Attendees Register is collated
- inform all attendees where fire exits are and what to do in event of a fire
- advise those present of the smoking policy for venue

A fire alarm may be raised by both specific safety equipment and individual people who may or may not be part of the event/meeting. Whatever form the alarm takes, it should be immediately acted upon.

Once a Fire Alarm has been raised

- the lead person should clearly and calmly ask all those present to leave by the nearest exit taking only personal possessions that are immediately to hand
- the lead person should identify any vulnerable attendees such as those with mobility issues and direct an appropriate person to assist them

- the lead person should ensure that the Fire Brigade is contacted and direct someone to meet them
- for larger meetings, committee members should immediately open the fire exit doors, help people to leave the venue in an orderly fashion and direct them towards the Assembly Point. They should also stop people from trying to enter the building.
- the meet and greet team or other person(s) holding the Attendees Register should proceed directly to the Assembly Point, keep attendees together in that place and then undertake a roll call to ensure all are present and out of the building. The lead person should be advised of any absentees as soon as possible. Concerns about the safety or otherwise of those congregating at the Assembly Point should be raised with any committee member or the lead person.
- the lead person should be responsible for ensuring everyone has left the building unless doing so puts their own safety at risk
- the lead person should ensure that electric and gas appliances are turned off where possible
- the lead person will liaise with the fire service about the safety of reentering the building.
- the lead person will advise the venue owner of the incident

Date of Change:	Changed By:	Comments:
March 2023		Policy approved by the Trustees Steering Committee

