



Cartwheel Arts Fire Safety Policy

This Fire Safety Policy has been provided as good practice, and to comply with the legal obligations of the Regulatory Reform (Fire Safety) Order 2005 that became effective in October 2006. It has been updated to refer to the July 2007 smoking ban. The Policy sets out the company's obligations in respect of fire prevention and helps to emphasise the company's commitment to fire safety.

The 'responsible person' is Rick Walker.

Policy objectives

The purpose of this policy is to ensure the safety from fire of all relevant persons on the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

Premises and equipment

Cartwheel Arts are the sole occupants of our premises, a former shoe shop with accommodation upstairs.

Kitchen area:

- gas boiler, with a pilot light, which is serviced annually by the landlord's gas plumber.
- microwave oven

Offices:

- computers and peripherals, which are mainly networked wirelessly.

Repro room:

- photocopier, shredder and laminator.

Wiring is secured, all extension leads are fully unwound when in use, and all equipment is turned off when the building is unattended.

Shortage of storage space means that special attention is paid to keeping corridors clear and free from obstruction.

Staff

Staff numbers fluctuate but generally do not exceed 5. In addition to the core staff, the building is used on occasion as a base by freelance staff. It is also used infrequently for meetings, always with

staff in attendance. The building is not used for the delivery of sessions, all of which take place in community settings.

All staff and freelancers are made aware of escape routes, the position and handling of fire extinguishers and the assembly point as part of their induction. There is a guide next to each extinguishers on which is the most appropriate to use in case of fire, this can also be found in the Company Manual and Fire Policy folder.

Staff are shown how to use fire extinguishers on an annual basis.

There is a fire drill test at least every 12 months which all staff must take part in.

Smoking is not permitted in the building or grounds.

Hazardous materials

Cartwheel does not store hazardous materials on the premises (nothing which represents a significantly greater risk than you would find in a family home) but there is a large amount of paper, in the form of stationery and publications, and a certain amount of fabric, mainly on the roll.

Materials and stock should not be in direct contact with the radiators.

Fire exits

There are two fire exits in the building, via the front door and the back door.

Fire exit procedures:

- Fire exit paths must be kept clear at all times
- When the building is occupied, the front door opens from the inside without a key. The back door must be unlocked each morning when the building is opened up, and the chain and bolts should be left on so that the door is still secure.
- **If you are trapped upstairs**, make your way to either Rick's office at the back of the building or the storage room at the front of the building. Close the door to reduce smoke, smash the window, remove all glass, put a coat or material over the window frame and lower yourself down. Drop anything which would help break your fall out of the window, especially at the front.

Fire extinguishers

- There are two sets of fire extinguishers in the building which each consist of **water** and **carbon dioxide**, one set in the downstairs front room and the other set at the top of the stairs. There is also a **powder** extinguisher in the downstairs front room. The CO2 and powder extinguishers are best for electrical fires.
- There is also a **fire blanket** in the kitchen area of the building.
- The fire extinguishers are serviced annually.
- There are two **smoke alarms**; one on the first floor landing and one on the stairs which are checked at least monthly and the results recorded.
- There is a **wind-up torch** next to the fire extinguishers at the top of the stairs so people can make their way out, in case the lighting fails.

APPENDIX

WHAT TO DO IN THE EVENT OF A FIRE

1. Make everybody in the office aware of the fire
2. If practical, use the fire extinguishers to put the fire out. We are not trained fire fighters, and the main priority is your safety and the safety of others in the building. So if the fire is too advanced, or your efforts have no immediate effect, **leave the building** and make sure others do so too
3. Exit the building in a calm and safe manner
4. Phone 999 and ask for the Fire Service
5. Make your way over to the evacuation meeting point, which is the **grassed area next to Il Vecchio's on Manchester Street**

**DO NOT RE-ENTER THE BUILDING UNTIL THE
FIRE SERVICE SAY IT IS SAFE TO DO SO**