

# **Fire Safety Policies and Procedures File**

## **I. Fire Risk Assessment Document**

## **II. What to do in the event of a Fire Document**

## **III. Cafe Fire Safety Floorplan**

**Updated Feb. 2019**

# Fire risk assessment

## POLICY STATEMENT

Our policy is to protect all persons including employees, customers, contractors and members of the public from potential injury and damage which might arise from fire at our premises.

We will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide all information, training and supervision required for this purpose.

This policy has been signed by a director to demonstrate our commitment to fire safety and to compliance with all legal requirements.

**Signed by Carole Cole for and on behalf of All Night Cafe**

**Please see hard copy in file for original signature**

**Date: 20/02/2019**

<b><u>GENERAL INFORMATION</u></b>	
Responsible person	Carole Cole
Business name	All Night Cafe
Address	4th Camberley Scout Hall, 270 London Rd, Camberley, Surrey, GU15 3JP
Assessment date	08/02/2019
Assessor(s)	Christopher Rolfe
Assessor(s) Signature	See hard copy in File

Date of review with Responsible Person	05/08/19
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<b><u>THE PREMISES</u></b>	
What are the Premises used for?	As an all-night cafe and shelter for the homeless
Approximate area in m2	250 metres <sup>2</sup>
Number of floors	1
Number of floors below ground	N/A
Describe the Building's construction	<p>The building comprises of a main hall, a kitchen, two storerooms, two toilets, one shower room, an outside lean-to storage area and an attic storage space constructed in _____.</p> <p>The Premises comprise the whole of the Building, including the car park and smoking area located in front of the main building.</p>
Level of fire risk	The Premises are considered to be low risk in the event of fire.

**A PLAN OF THE PREMISES IS ATTACHED TO THIS FIRE RISK ASSESSMENT**

<b><u>OCCUPIERS AND VISITORS</u></b>	
What times are the Premises in use on weekdays?	20:30 to 09:00
What times are the Premises in use at weekends?	17:30 to 09:30
Are there any occupiers out of working hours?	The following people: Scouts, Fridays 19:30-21:20 Day Cafe, Mon/Wed/Fri 11:00-14:30 Others can hire the Building and are likely to be at the Premises between 11:00-14:30 and 19:30-21:20 on the following days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
What is the maximum number of persons at the premises on weekdays?	30
What is the maximum number of persons at the premises during the weekend?	30
Do any of the occupiers have mobility issues? If so, describe them.	Cafe customers may require the use of a walking stick, crutches, or a wheelchair. This depends on whether the customers using the cafe on any given night happen to have this issues there is no set routine.

**FIRE HAZARDS AND CONTROL MEASURES SOURCES OF IGNITION**

<b>Source of ignition</b>	<b>Location</b>	<b>Control measure(s)</b>	<b>Suitable? (Y/N)</b>
Cooking facilities	Kitchen	Fire Extinguisher, Fire Blanket, Smoke Alarm	Y
Heaters	Main Hall	Fire Extinguisher, Smoke Alarms	Y
Electrical equipment (eg power sockets)	Kitchen, Main Hall, Hallways, Storerooms	Fire Extinguisher, Smoke Alarms	Y
Lighting equipment	Throughout	Fire Extinguisher, Smoke Alarms	Y
Smoking materials	Smoking Area (Car Park)	Outside, away from anything flammable, ashtrays.	Y
Arson	Bin Store	Outside, away from sources of ignition	Y
Other sources	None	Control measures	N/A

**If you have answered NO in respect of any existing control measures, complete the details below**

<b><u>What needs to be done?</u></b>	<b><u>Who is responsible?</u></b>	<b><u>By when?</u></b>	<b><u>Sign and date when completed</u></b>

**SOURCES OF FUEL (WHAT MIGHT BURN?)**

<b><u>Source of fuel/oxygen</u></b>	<b><u>Location</u></b>	<b><u>Control measure(s)</u></b>	<b><u>Suitable? (Y/N)</u></b>
Paper/cardboard etc	Store room, bins	Paper/cardboard is stored with no sources of ignition nearby or disposed of immediately.	Y
Furniture and fittings (eg curtains)	All	All soft furnishings are fire retardant.	Y
Electrical equipment	All	All electrical equipment PAT tested annually.	Y
Flammable liquids/gases (eg oils, solvents)	N/A	None	N/A
Waste materials	All	Waste materials are stored in bins then taken outside to Bin Store	Y

**If you have answered NO in respect of any existing control measures, complete the details below**

<b><u>What needs to be done?</u></b>	<b><u>Who is responsible?</u></b>	<b><u>By when?</u></b>	<b><u>Sign and date when completed</u></b>

<b><u>WHO IS AT RISK?</u></b>			
<b><u>What is the risk?</u></b>	<b><u>Location</u></b>	<b><u>Control measure(s)</u></b>	<b><u>Suitable (Y/N)</u></b>
People with disabilities (including mobility, hearing, vision impairment)	All	Exits must be provided with suitable ramps for wheelchair users. All exits must be provided with suitable signage and lighting for the visually impaired. Members of staff have been designated to assist disabled persons to evacuate safely in the event of a fire.	Y
Staff working alone	All	Flexible working arrangements means that staff may sometimes be working alone. All staff have been trained in procedures applicable in the event of fire.	Y
Visitors unfamiliar with the Building	All	Visitors must be accompanied/observed on CCTV at all times by a member of staff.	Y
Contractors	All	Contractors must provide a method statement, sign in and sign out and be given instructions on what to do in the event of a fire.	Y

**If you have answered NO in respect of any existing control measures, complete the details below**

<b><u>What needs to be done?</u></b>	<b><u>Who is responsible?</u></b>	<b><u>By when?</u></b>	<b><u>Sign and date when completed</u></b>

## **FIRE FIGHTING AND DETECTION**

Fire warning system	Smoke detectors have been provided in the locations indicated on the Plan.
Emergency lighting	Maintained
Other fire preventing methods	The property is equipped with fire blankets in the kitchen and fire extinguishers in the main hall and kitchen.
Fire extinguishers, hose reels and fire blankets	As shown on the Plan.
Fire escape routes and exits	As shown on the Plan.

## **PROCEDURES AND TRAINING**

How will people be warned if there is a fire?	Fire alarm and notified by Lead Volunteer/Staff
What should staff do if they discover a fire?	Staff should raise the alarm by informing customers and directing them calmly to fire exits.
What is the evacuation procedure?	The fire warden(s) will direct evacuation
Who are the fire wardens?	Lead Volunteer on shift acts as warden
Where should people assemble, and how will evacuation be checked?	The Assembly point is on the grass verge at the front of the car park directly outside of the property. The fire warden(s) will check names off on the staff register and customers book
Have you provided instructions and training to staff?	Yes



How often are fire drills carried out? Monthly when fire alarms are tested

**FIRE SAFETY RECORDS**

Do you have records of fire drills, staff instruction and training? Yes

Where are those records kept? Staff receive fire safety instructions on team Facebook page, fire alarm testing and drills recorded in Fire Risk File in kitchen cupboard.

Who is responsible for maintaining them? Chris Rolfe

<b><u>EVALUATE, REMOVE, REDUCE AND PROTECT</u></b>	
<b>Evaluate your fire safety precautions</b>	
Are possible ignition sources kept separate from combustible materials?	Y
Are possible ignition sources controlled to minimise the risk of fire?	Y
Would a fire be discovered quickly?	Y
Will everybody be warned of the fire immediately?	Y
Is escape possible in more than one direction?	Y
Can everyone escape (with or without assistance)?	Y
Are the exits easy to identify and reach?	Y
Are escape routes free from obstruction?	Y

Do fire escape doors open outwards?	Y
Are fire escape doors easy to open?	Y
Is the alarm system tested and maintained in accordance with the relevant British Standard?	Y
Is the emergency lighting system tested and maintained in accordance with the relevant British Standard?	Y
Are fire extinguishers tested and maintained in accordance with the relevant British Standard?	Y

**If you have answered NO in respect of any existing control measures, complete the details below**

<b><u>What needs to be done?</u></b>	<b><u>Who is responsible?</u></b>	<b><u>By when?</u></b>	<b><u>Sign and date when completed</u></b>

**REVIEW**

**Date of next review: 05 August 2019**

# In the Event of a Fire

## Camberley All Night Cafe

### 1. Raise the Alarm

- I. If the smoke alarm has not sounded then either use the Fire Alarm master switches in the Kitchen (see Floorplan) or shout “Fire!” loudly and clearly.
- II. **DO NOT** tackle the fire yourself unless it is blocking you from safely exiting the building and you are confident doing so.

### 2. Evacuate the Building

- I. Turn off any heaters / cooking appliances.
- II. Direct customers & volunteers calmly to the nearest Fire Exit.
- III. Take special care with anyone disabled or injured.
- IV. Collect the sign-in folder for the shift that you are on.
- V. Head to your nearest fire exit, closing any doors behind you as you go to contain the fire.

### 3. Get to the Assembly Point

- I. Direct all evacuated persons to the assembly point on the grass verge on the far side of the Car Park (see Floorplan).
- II. Call the Fire Brigade on **999**.
- III. Use the sign-in folder to perform a headcount, if anyone is missing be ready with this information when the Fire Brigade arrives.
- IV. **DO NOT** re-enter the building for any reason until the Fire Brigade deems it is safe to do so.

4<sup>th</sup> Camberley Scout Hall, 270 London Rd, Camberley, GU15 3JP Fire Assessment Plan February 2019

