

Inspire Youth Yorkshire – Community Hub
Fire Safety Policy

1. General Statement

We are a responsible centre and take our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to all building users including staff, students and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall Health and Safety policy.

2. Communication

We will keep everyone who hires the venue informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all hirers and relevant visitors of our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

3. Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

- A fire risk assessment has been undertaken by the fire department and trustees which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- Fire evacuation procedures are clearly displayed in all rooms.
- All escape routes are clearly signed and kept free from obstructions at all times.
- The fire alarm and all extinguishers are inspected annually & the Emergency lighting is inspected six monthly by qualified contractors. All inspection reports are kept in the office cupboard and visits recorded on the log. Any notices defective or missing equipment, must be reported to the Trustees

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Reviewed: 5th April 2024 by Jess Ward CEO