

Fire Safety Policy and Procedures

The health, safety and welfare of all those managing, using and visiting The Brizen Young People's Centre is paramount at all times.

The Brizen Young People's Centre (BYPC) Trustees will implement this policy and procedures to ensure the fire safety of all users of the premises.

Principles

The BYPC Trustees, as manager of non-domestic premises, seeks to comply with all relevant Fire Safety legislation and codes of practice to ensure the premises are safe and that risks are assessed and managed, so far as is reasonably practicable.

All those who use the Centre will be expected to recognise that there is a duty on them to comply with the practices set out in this policy and with fire safety notices on the premises and to accept responsibility to do everything they can to prevent a fire.

Policy Statement

1. The Trustees are responsible for all fire safety on the premises in line with the [Regulatory Reform \(Fire Safety\) Order 2005](#).
2. The Trustees will identify and assess fire risks, record assessments and regularly review them, eliminate or control risks, monitor compliance and establish clear, sensible and practical fire safety arrangements.
3. The Trustees will keep Incident Report Books in which any incidents or actions that have, or might have, affected the fire safety of any person and in which any defective or broken fire equipment should be recorded.
4. The Trustees will make such arrangements and release such funds as may be necessary to assist in the implementation of this policy.
5. Hirers and Contractors must ensure that highly flammable substances are not brought into or used in any part of the premises without first advising the BYPC Trustees.
6. The Trustees, volunteers, hall hirers and those using the Centre have a responsibility to familiarise themselves with this Fire Safety Policy and the procedures that go with it.
7. All persons involved in BYPC events, hiring/using the Centre are required to comply with this Fire Safety Policy and Procedures. Failure to do so will be addressed without delay by the Trustees, which will take appropriate action.
8. This policy and procedures will be reviewed annually and updated as appropriate in the interim periods.

Procedures

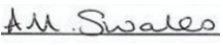
1. The Trustees will carry out weekly checks of the Fire Alarm and complete monthly checks on the Emergency Lighting and Fire Extinguisher placement and record findings in the relevant log book.
2. The Trustees will ensure that A and E Fire and Security carry out annual inspection and servicing of the fire extinguishers and blankets and bi-annual inspection and servicing of the Fire Alarm system.
3. The Trustees will ensure that electrical testing (annual PAT testing and 5 yearly electrical testing) and annual servicing and maintenance of lighting including emergency lighting and fire alarms are completed.
4. Users of the Centre should record any fire safety issues which need attention in an Incident Report Book. The Incident Report Books are kept in the Kitchen.
5. The Trustees will monitor the Incident Report Books and deal with all reported issues as soon as is practicable.
6. The Trustees, volunteers, hall hirers and those using the Centre should familiarise themselves with this Fire Safety Policy and the procedures that go with it.
7. Hirers should carry out fire safety checks when arriving at the premises, such as checking fire exits are clear, ensure they remain so and know what to do in the event of a fire, see Appendix A.
8. An annual review of this Policy and Procedures and Fire Risk Assessment will take place after the AGM to allow for any required updates and will be updated as appropriate in the interim periods.
9. New Trustees will be made aware of this policy and the procedures that go with it.

Signed by 2 Trustees on behalf of all Trustees.

Name Jodie Underhill

Signature  Date 2/9/26

Name Angela Swales

Signature  Date 2/9/26

Last updated September 2026

Appendix A

Fire Safety Guidance and Emergency Plan for Hall Hires.

You, the Hirer or organiser, are the 'Responsible Person' in the event of a fire or an emergency within the Centre during your use of it.

At all times the BYPC is in use, the 'Responsible Person' must be in charge and be ready to take control of any incident.

Please read and become familiar with these instructions.

Your priority should always be to Save Lives and not the building!

On arriving at the premises:

- Check all Fire Exit routes are not blocked.
- Check you know where the Fire Extinguishers are and which to use on different types of fire.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used on the premises look safe to use.
- Ensure all attending know the Fire Exit routes and the Assembly Point which is in the Main Car Park.

During your use of the premises:

- Ensure the Fire Exit routes do not become obstructed.
- Ensure the Main Entrances are clear at all times.
- Ensure that attendees do not engage in any activity that is likely to cause a fire, such as smoking, use of candles or other naked flames, unless previously agreed with the Trustees.
- Be vigilant regarding any smells or burning, or a gradual build-up of smoke.

Emergency Plan

A person discovering a fire in the Main Hall should:

1. Sound the alarm by breaking the glass in the call points. The smoke detectors are interlinked which sounds the alarms throughout the building.
2. Alert others by giving loud and clear instructions.
 - a). Tell everyone to evacuate the building immediately in a calm and orderly manner by the nearest emergency exit:

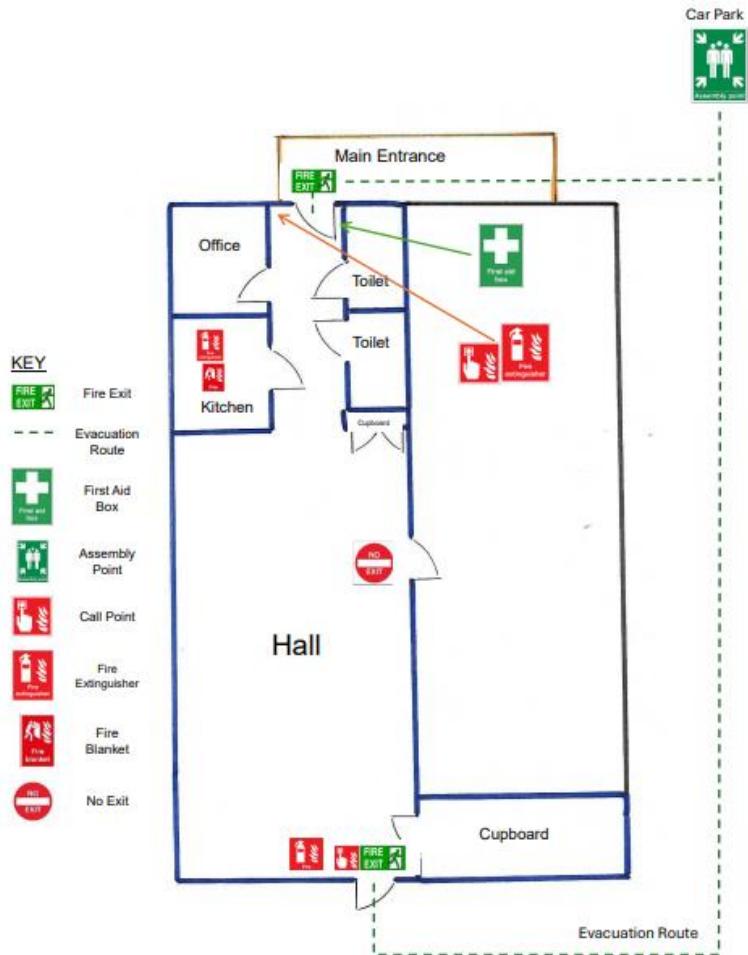
In the **Main Hall** either via the front door or back door and out onto the **Car Park**. *Note: The most suitable emergency route for all persons with disabilities is via the front door where there is a ramp to the Car Park.*

- b). Not to stop to collect any personal belongings.

c). Gather in the Main Car Park by the skate ramps.

3. Call **999** and ask for the **Fire Service**. Our address is: **The Brizen Young People's Centre, Up Hatherley Way, Cheltenham, Gloucestershire, GL51 4BB**. **Remind them that there is a locked barrier at the entrance to the car park.**
4. Check every space that it is safe to enter to ensure that everyone has left the premises.
5. Fire Extinguishers should be used to clear a safe passage to the Fire Exit. They are located in the Main Hall by the front and back doors and inside the Kitchen. There is also a fire blanket in the Kitchen.
6. Once at the assembly point, check that everyone is accounted for.
7. Check the Centre entrances are clear for the emergency service vehicles.
8. Contact a Trustee.
 1. Via mobile: 07723 364002 (Jodie Underhill, Co-Chair of Trustees)
 2. Via email: brizencentre@gmail.com
9. Do not allow anyone to enter the premises until a fire officer tells you it is safe.

EMERGENCY EVACUATION PLAN



August 2025