

# FIRE SAFETY MANAGEMENT PLAN

Amersham Band Bandroom  
Rectory Meadows, Rectory Hill, Amersham, Buckinghamshire HP7 0BU

## 1. Introduction and scope

This is the Fire Safety Management Plan for the Amersham Band Bandroom at Rectory Meadows, Rectory Hill, Amersham Buckinghamshire, HP7 0BU. Its requirements extend to all persons at those premises including band members, visitors and contractors.

Fire is a hazard in any part of the premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to the normal running of the band.

Managing the risk of fire requires precautions to be taken based on a combination of appropriate prevention and protection measures which are relevant to the building use and occupancy, the inherent fire risks and the legal obligations laid on Amersham Band as the occupier / owner of the premises. A Fire Risk Assessment has been carried out to identify the risks and required precautions.

## 2. Statement of General Policy

Our statement of general policy is to:

- provide and maintain passive and active fire prevention, protection and measures according to the use of the building, the numbers of occupants and the activities undertaken;
- provide comprehensible and relevant information to our members and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified;
- carry out and keep under review a risk assessment to analyse fire risks, the existing preventive and protective measures and to identify areas for improvement; and to
- identify at least one person to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service.

## 3. Responsibilities

The overall and final responsibility for fire safety is that of the Trustees of Amersham Band.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Amersham Band Committee Members and to the appointed Fire Wardens. In addition, to ensure fire safety precautions are effective, all persons using the premises have to:

- familiarise themselves with the fire action notices and evacuation routes;
- co-operate with fire wardens and the fire brigade and follow their instructions in case of evacuation;
- not interfere with fire safety equipment, alarms or extinguishers;
- not interfere with the proper closing of fire doors;
- raise the alarm in the event that they discover a fire; and to
- report any fire safety concerns to an appropriate person (as detailed in this policy statement).

## 4. Fire Wardens

The Management Committee will appoint sufficient Fire Wardens such that at each rehearsal a Fire Warden is present.

The duties of a fire warden are:

- to assist in implementing and improving the fire emergency procedures;
- to help prevent emergencies by monitoring the adequacy of the fire risk control measures;
- to instruct band members in how to respond in an emergency, this should include briefing on escape routes on a regular (approximately quarterly) basis;
- to lead the fire drills and real evacuation procedures;
- to ensure all members are accounted for during an evacuation; and
- to assist all people in the building should an emergency occur, including assisting people with special needs, e.g., helping someone in a wheelchair to evacuate.

If the fire alarm is sounded, fire wardens have a duty to assist in the safe evacuation of members and visitors from the building immediately, and to ensure that the building has been cleared. During an evacuation, a fire warden needs to:

- direct everyone to leave the building using all the appropriate routes and exits;
- check all accessible spaces in the building, including the WCs, to make sure everyone has evacuated – this should be done on the way out of the building so that the fire warden isn't putting themselves at risk by re-entering the evacuated area;
- close the doors to help to isolate the fire;
- guide everyone to the assembly area and assist in checking that everyone has arrived safely and,
- liaise with the Fire Brigade as appropriate.

## 5. Fire Risk Assessment

A fire risk assessment for the premises has been carried out and is provided in Annex 1

To reduce the risks of fire, a number of policies for users of the building have been established. These include;

- no smoking allowed within the building or in the covered porch area;
- functions involving bonfires or fireworks are prohibited;
- the use of portable gas appliances, naked flames or candles is not permitted in the premises;

- highly flammable substances shall not be brought into, or used in any part of the Premises; and
- any portable electrical appliances brought onto and used on the Premises shall be certified safe (ie PAT tested) and in good working order, and used in a safe manner.

## **6. Fire Action Notices and Instructions**

Fire Action Notices are displayed at key points within the building giving information to occupants on raising the alarm and building evacuation routes. Fire safety instructions are provided for third party hirers.

## **7. Fire Alarm**

The building is fitted with a fire alarm system. The fire alarm will be tested on a regular basis by the Fire Warden. The Fire Wardens should also check the fire alarm panel frequently to ensure that no fault indicators are illuminated.

## **8. Fire Extinguishers**

Fire extinguishers are provided in the main hall, the entrance hall and kitchen. These will be checked and replaced in accordance with the manufacturer's recommendations.

## **9. Evacuation Procedure**

The fire evacuation routes and assembly point are clearly marked on the Fire Action Notices. A check of the evacuation procedure (fire drill) shall be carried out from time to time and at least once per year for each band. The Fire Wardens are responsible for carrying out this fire drill and reporting any issues to the Management Committee.

## **10. Review**

This policy will be reviewed as required and in particular will be checked for omissions or potential improvements following any fire event occurring

## **11. Document History**

11 December 2020	Draft 1 – circulated to AB Committee for comment
14 December 2020	Issue 1 - incorporating comments from committee members

**Annex 1 - Fire Risk Assessment carried out by Richard Johnston,  
November/December 2020**