



## General arrangements and procedures

### Fire protection and warning

Fire protection measures are arranged jointly with Kirkgate Community Centre.

Hive is equipped with appropriate fire extinguishers, which are serviced at least annually by an appropriate contractor. They are visually inspected by the Health & Safety Officer at least monthly.

The building is equipped with fire alarms throughout, which are serviced at least annually by an appropriate contractor. The fire alarms are tested weekly on a Friday morning, alternately by Hive and Kirkgate Community Centre.

A General Emergency Evacuation Plan (GEEP) is in place, as well as Personal Emergency Evacuation Plans (PEEPs) required for staff, volunteers or service users who need them. The Health & Safety Officer will ensure that PEEPs are shared with the relevant person at times when they are not present themselves.

Fire exits and routes are clearly labelled.

Escape routes are checked daily by staff, and by tutors at the start of every class, to ensure that they are clear from obstruction and operational.

Tutors will receive information (in tutor packs) and training detailing fire evacuation procedures and the location of fire exits. They will also receive information about any additional needs of members in their groups which may impact their ability to evacuate in the event of a fire (eg. mobility difficulties, hearing or sight impairment, learning difficulties).

Fire doors are kept closed.

Details of all fire alarm checks and equipment servicing will be recorded in the fire safety log.

### Maintenance frequency summary

Check	Frequency	Responsibility	Joint with Kirkgate Community Centre
Escape route checks	Daily	Staff and Tutors	
Alarm test	Weekly	Health & Safety Officer	Yes
Extinguisher visual inspection	Monthly	Health & Safety Officer	
Extinguisher, blanket, alarm and emergency lighting service	Annually	Contractor	Yes

## Arrangements for classes or activities

Before or at the start of any class or activity, the staff member or tutor leading the activity will:

- ensure that escape routes are clear from obstruction and operational
- ensure that their class are aware of the fire evacuation procedures, and the location of fire exits from the room(s) being used



### In the event of a fire

The designated **Person in Charge** will be the Health & Safety Officer, or in their absence the Manager, or the course Tutor or other suitably trained person if out-of-hours.

In the event of a fire, either in Kirkgate Community Centre or Hive, the person discovering the fire will raise the alarm by breaking the glass on the nearest fire alarm point.

They should also immediately dial 999 to summon the fire brigade, or ask a staff member or tutor to do so.

### Evacuation

On hearing the alarm, everybody in the building must immediately:

- leave the building, without stopping to collect personal effects or belongings
- proceed in a quiet and orderly manner through the nearest safe fire exit
- assemble at the fire assembly point in the Pay and Display car park immediately below our car park.

The Person in Charge will ensure that the General Emergency Evacuation Plan (GEEP) is implemented, and that any Personal Emergency Evacuation Plans (PEEPs) are carried out.

Course tutors are responsible for ensuring that their class evacuate, and with other staff and tutors for ensuring that any drop-in users and visitors in their area are also evacuated and that their room is cleared of people.

Course tutors will check those evacuated against their course register and ensure that their group stays at the fire assembly point until otherwise instructed. Any missing attendees should be reported immediately to the Person in Charge.

If staff, volunteers or tutors are confident in doing so, a small fire may be tackled using the fire extinguishers provided, but:

- only if safe to do so – nobody should put themselves at risk in tackling a fire
- evacuation of the building is always the first priority.

Nobody may re-enter the building until given the all clear to do so by the Person in Charge. The Person in Charge may not authorise re-entering the building until:

- the fire brigade have confirmed that the building is safe to re-enter
- they have liaised with Kirkgate Community Centre.

### Investigating fire alarm activations

A clear distinction is made between those permitted to investigate fire alarm activations, who must be appropriately trained, and those who aren't.

**On hearing a fire alarm, anybody who has not been appropriately trained should immediately evacuate the building following the procedures above and ensure that the fire brigade has been called.** This includes any staff, tutors or volunteers who have not been trained specifically in how to investigate fire alarm activations at Hive / Kirkgate Community Centre.

The alarm may not be reset by anybody who has not received the appropriate training.



Hive will aim to ensure that there is always somebody present who has been trained in investigation fire alarm activations, through training appropriate staff, tutors and volunteers, but recognise that due to the nature of the building's use this may not always be possible.

### Procedure for investigating fire alarm activations for those who have been trained

Training will include the location of the fire alarm panel, zone and device identification, and how to carry out a safe investigation.

On the fire alarm sounding, a trained person should go immediately to the fire alarm panel (located inside the main entrance to Hive) and identify the zone and device which have triggered the alarm.

They should then:

- proceed directly to the indicated area without delay
- use senses (sight, sound, smell) to assess conditions as they go
- check all doors for heat before opening
- not open doors if there are signs of heat, smoke or fire

If there is any doubt regarding the cause of the alarm, or any indication of fire, the alarm should not be reset and the fire brigade should be contacted immediately.

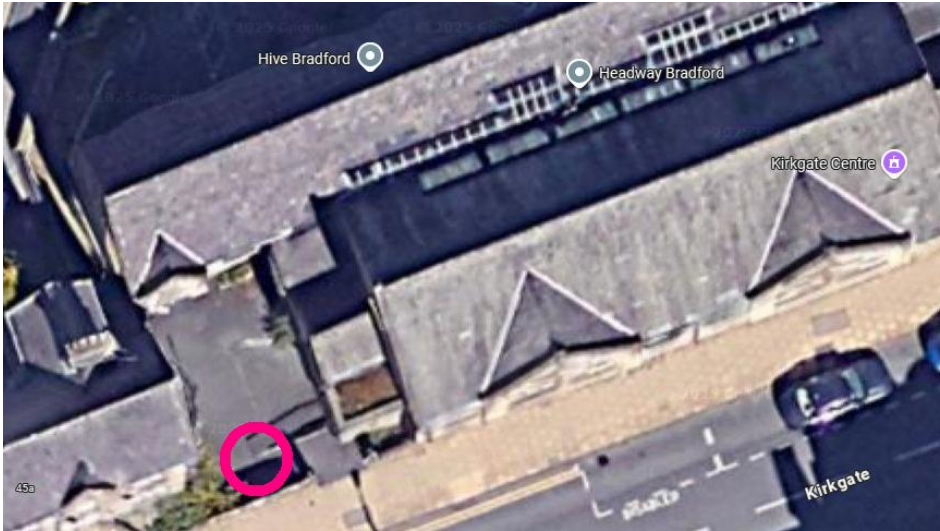
Only if the cause is clearly identified as non-fire related (eg. accidental activation of a fire alarm point, or a known cause such as steam) should the system be silenced and reset.

Following any fire alarm sounding / deactivation, the trained person should debrief with the corresponding person at Kirkgate Community Centre (unless they are closed).



## Appendix 1: Main Services Points

Gas	There is no gas supply to the building.
Electricity	Woodwork Room (Hive's supply, including lift) Kirkgate Community Centre main entrance (main supply to the building)
Water	External supply cutoff under inspection hatch just inside external railings at South West corner of property



Fire alarm panel	Immediately inside main entrance to Hive. (Kirkgate Community Centre have their own panel upstairs).
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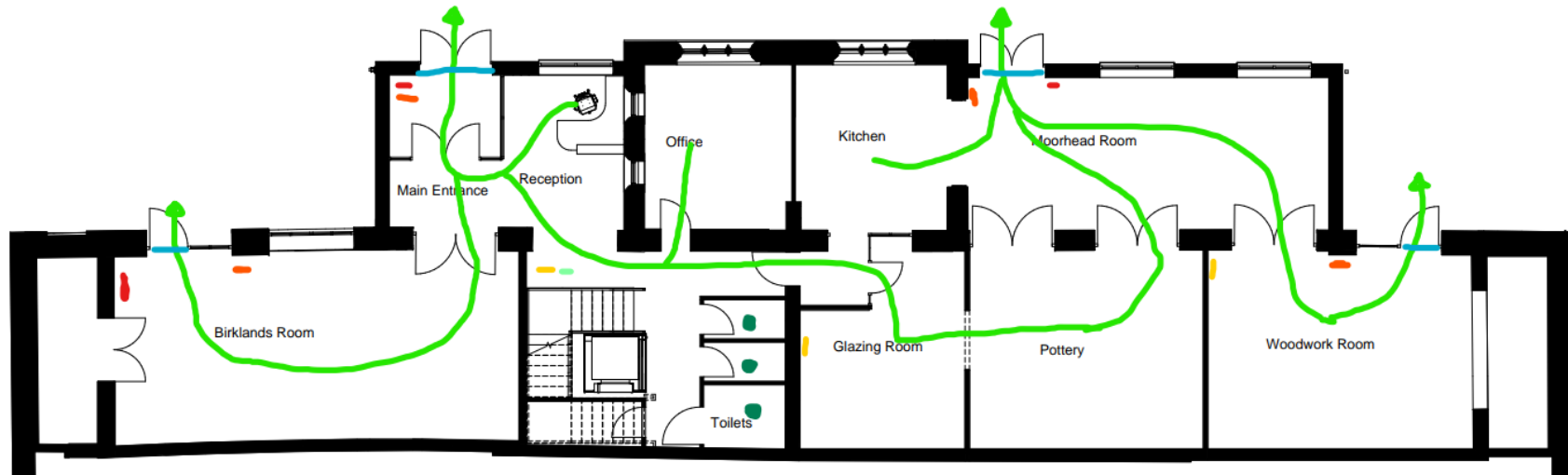


## Appendix 2: Fire Evacuation Routes

### FIRE EVACUATION PROCEDURES

Pay and Display Car Park

IN CASE OF FIRE  
LEAVE THE BUILDING BY THE NEAREST EXIT  
MEET AT THE ENTRANCE TO THE PAY AND DISPLAY CAR PARK




Location of Fire Alarm Break Points 

Location of Fire Exits 

Location of Fire Extinguishers 

Toilets 

First Aid 

Defibrillator 

Exit Routes 