



FIRE SAFETY GUIDANCE

For users of the Community Building at 27 Cascade Road, Hook Norton OX15 5FH

Introduction:

Hook Norton Community Land Trust (HNCLT) is committed to providing a safe and healthy environment for all members, visitors, and contractors using the Community Building, and has produced this guidance document to provide fire safety information and advice for all users. It should be read in conjunction with our Fire Safety Policy.

Circulation of this Guidance

This Fire Safety Guidance document will be electronically issued to all users of the Community Building, and kept in hard copy form in the main area of the Community Building. All users are responsible for familiarising themselves with the information contained here, and in our Fire Safety Policy.

Fire Prevention

In order to minimise the likelihood of a fire happening :

- No Smoking is permitted in the Community Building.
- Electrical Equipment will be PAT certified on an annual basis.
- Any Electrical Equipment used by the users must be charged in a safe manner.
- Any defective equipment should be reported to office@hooknortonclt.org.uk.
- Smoke alarms will give an early indication of fire and will be tested every six months.
- The Community Building Risk Assessment will be reviewed on an annual basis.

Fire Detection

If you become aware of a fire :

- Raise the alarm using the fire alarm next to the door.
- Dial 999 when safe to do so as the alarm is not connected to the fire service.

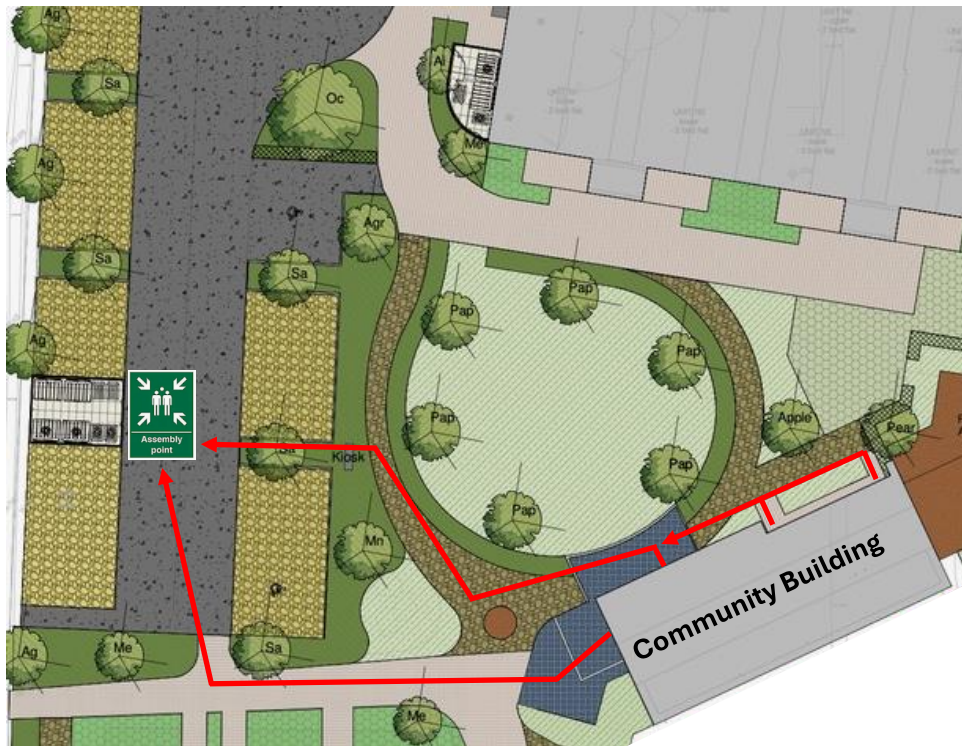
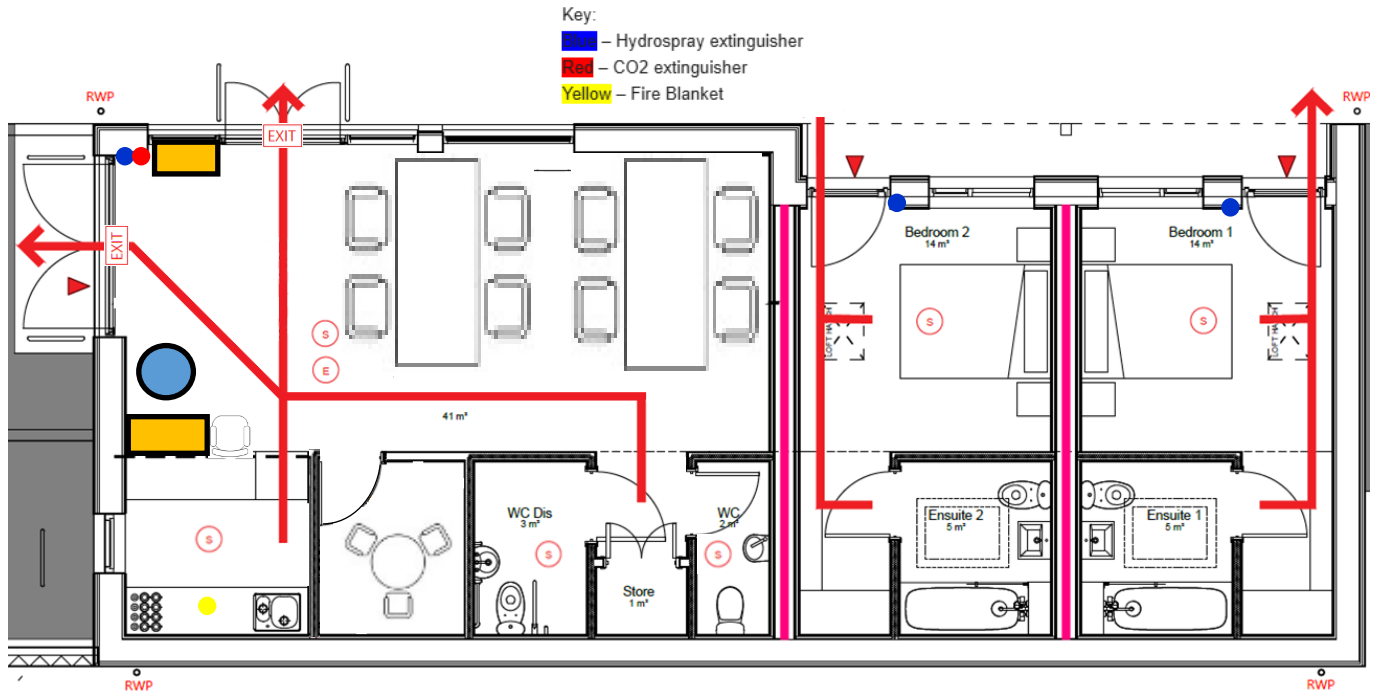
Fire Response

Fire Action Information is displayed above the Fire Alarm

- Raise the Alarm.
- Leave the building immediately – Do Not stop to collect personal belongings.
- Close doors as you leave.
- Dial 999 when safe to do so.
- Remain at the assembly point next to the bin storage area until the fire service arrives.
- Do Not return to the building until authorised to do so.

Fire Suppression equipment is provided and inspected annually. This should only be used by competent individuals. Access to the equipment should not be impeded.

Fire Escape Routes



Emergency Services Liaison

- Ensure that location information is supplied to the Fire Services when dialling 999.
- Ensure that someone remains on site to liaise with the emergency services, giving them as much information as possible about how the fire may have started, and information about any flammable items that might be in the building.
- Inform the emergency services that the building has an MVHR system in place.
- Try to ascertain whether anyone is missing and if so, where they were last seen.
- The fire control panel is in the 'store' area between the two WCs in the main part of the building.

Accident / Fire Reporting

In the event of an accident or fire, the following information should be provided to HNCLT using the email address office@hooknortonclt.org.uk

Fire Report	
Date	
Time	
Location (area of the building)	
Ignition point if known	
Persons present	
Equipment used	
Injuries	
Name and contact details of person completing this report	

Accident / Injury Report	
Date	
Time	
Location of accident (area of the building)	
Name and contact details of injured person	
Injuries	
Persons present	
First Aid Items used (if any)	
First Aid Treatment given (if any)	
Name and contact details of person completing this report	