



Unleash the Creative Spirit of Young People

Music Relief Foundation

Fire Safety Plan

Responsibility for fire safety

The Regulatory Reform (Fire Safety) Order 2005 puts the onus of responsibility on employers to ensure a fire safety plan and precautions are in place. Failure to do so could lead to prosecution. The law requires fire risk assessments for all areas in places of work and a nominated competent person to oversee all.

The Music Relief Foundation leases its premises from the Croydon Council at the Thornton Heath Leisure Centre. The THLC has a detailed fire strategy and are additionally advised by the Croydon branch of the London Fire Brigade. The THLC has an appointed fire marshal to react to any situations involving an outbreak of fire. Its employees are trained to respond in the event of a fire and are made aware of the procedures in place via information on display and/or welcome talks. MRF staff will participate in the THLC-led drills and training.

The MRF nominated responsible person for fire is the Managing Director, who liaises with the THLC fire-safety team and apprises all staff of fire-safety procedures.

All doors display what immediate action is to be taken in the event of a fire.

Basic Fire Procedure

Should anyone discover a fire you must:

- Raise the alarm and operate the nearest fire alarm, there are call points by all exit routes;
- Call **999** from a safe position;
- Help with evacuation of the building if you can;
- Only tackle fires using the correct fire extinguisher provided if you have been trained and feel confident enough (there are extinguishers by exit points) and without taking any personal risks.
- Do not enter smoke filled rooms and never let a fire or smoke get between you and the exit.

- You must NOT attempt fire-fighting if you feel that a fire is becoming out of control – get out and leave it to the fire brigade, you are more important than the property.

If the fire alarm sounds you must:

- Leave the building by the nearest exit immediately, do not use any lifts;
- Make sure all doors are closed;
- Go to the fire assembly point, where you should make a roll call for people present that day.
- Do not stop to pick up personal possessions on the way out. Do not re-enter the building until given the go-ahead by the fire marshal or fire brigade.

Fire Extinguishers

The label on the extinguisher will state any limitation of use, for example, water extinguishers must not be used on live electrical equipment. The chart below shows what colour-coded extinguisher should be used on which type of fire. You should be familiar with the various types, their operation and where they are located. All EC approved extinguishers are red in colour apart from a large colour mark on it and details explaining its specific use.

Water extinguishers must always be placed away from electrical hazards. Always place extinguishers for electrical hazards (e.g. CO₂) near electrical equipment. Spray fire extinguishers are now available. These are very efficient but care must be taken not to confuse them with similarly colour coded foam extinguishers, which are unsafe to use on live electrical equipment. Water and CO₂ extinguishers are the most common on the site. (See extinguisher markings at the end.)

Fire Precautions

You should make sure that your work areas observe good fire precautions such as:

- Do not accumulate waste or rubbish – clear it promptly & don't assume someone else will do it.
- Safely store potential hazardous materials or flammable liquids.
- All electrical equipment is safely connected to the appropriate mains supply and mains or higher voltage equipment switched off when not in use.

- Staff with physical disabilities are encouraged to take part in all practice fire drills and ensure that there are arrangements for their evacuation in an emergency.
- Remember that faulty equipment and any fire hazard or condition that could be a potential fire hazard should be brought to the attention of your manager.

Practice alarms are sounded for most groups with young visitors. You should be familiar with the sound and react to a practice as you would in a real situation.

General Fire Safety Checks

Weekly and daily fire checks, including escape routes, extinguishers, notices, drills etc. are managed by the THLC. Compulsory Maintenance Equipment Checks, lights, alarms, detectors, annual external maintenance check etc. are also managed by the THLC.

Smoking Policy

Please note there is a no smoking in any MRF/THLC premises or any premises where MRF holds its activities. It is the duty of staff to ensure everyone adheres to such regulations. All smoking should only take place in designated smoking areas.

Good Housekeeping

A basic requirement for ensuring the health and safety of all people is an organised, tidy work place. It is every employee's responsibility to ensure good housekeeping.

Hazards can be reduced if you keep floors, passages and stairs clear of goods, obstructions and trailing leads. A litter bin, for example, should not be allowed to obstruct an area as it is a potential source of injury and can impede evacuation in the event of a fire.

KNOW YOUR FIRE EXTINGUISHER COLOUR CODES

 <p>WATER</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC.</p> <p><input type="checkbox"/> DO NOT USE ON LIVE ELECTRICAL EQUIPMENT</p> <p><input type="checkbox"/> DO NOT USE ON FLAMMABLE LIQUID FIRES</p> <p><input type="checkbox"/> DO NOT USE ON FLAMMABLE METAL FIRES</p>	 <p>DRY POWDER</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC.</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON FLAMMABLE LIQUID FIRES</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON GASEOUS FIRES</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON ELECTRICAL FIRES</p>	 <p>CO₂ CARBON DIOXIDE</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON FLAMMABLE LIQUID FIRES</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON ELECTRICAL FIRES</p> <p><input type="checkbox"/> DO NOT USE ON WOOD, PAPER, TEXTILES ETC.</p> <p><input type="checkbox"/> DO NOT HOLD HORN WHEN OPERATING</p>
 <p>AFFF FOAM SPRAY</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC.</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON FLAMMABLE LIQUID FIRES</p> <p><input type="checkbox"/> DO NOT USE ON LIVE ELECTRICAL EQUIPMENT</p> <p><input type="checkbox"/> DO NOT USE ON FLAMMABLE METAL FIRES</p>	 <p>Fire Blanket</p> <p>FOR SMOTHERING FIRES</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON CHIP PAN FIRES DEEP FAT FIRES WASTE BIN FIRES</p> <p><input checked="" type="checkbox"/> SAFE AND SUITABLE FOR WRAPPING AROUND SOMEONE WHOSE CLOTHES ARE BURNING</p>	 <p>WET CHEMICAL</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON COOKING OILS & DEEP FAT FIRES</p> <p><input checked="" type="checkbox"/> SAFE FOR USE ON WOOD, PAPER TEXTILES ETC.</p> <p><input type="checkbox"/> DO NOT USE ON LIVE ELECTRICAL EQUIPMENT</p> <p><input type="checkbox"/> DO NOT USE ON FLAMMABLE LIQUID FIRES</p> <p><input type="checkbox"/> DO NOT USE ON FLAMMABLE GAS</p> <p><input type="checkbox"/> DO NOT PUT NOZZLE INTO FAT/OIL</p>