

# CANOLFAN CEIRIOG CENTRE CYF

Company Registration Number: 4984871

Charity Registration Number: 1103898

New Road, Glyn Ceiriog, Llangollen, LL20 7HE

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## Fire Safety Policy

### 1. Policy Statement

The Canolfan Ceiriog CYF Trustees are committed to ensuring the safety of all users of the building through the prevention of fire and by maintaining a high standard of fire safety precautions. We comply with the **Regulatory Reform (Fire Safety) Order 2005** and are committed to reviewing and improving fire safety at the premises regularly.

### 2. Objectives

- To reduce the risk of fire through good housekeeping and maintenance.
- To ensure all users of the building know what to do in the event of a fire.
- To maintain all fire safety equipment in working order.
- To comply with legal obligations and maintain an up-to-date fire risk assessment.

### 3. Fire Risk Assessment

- A **Fire Risk Assessment** is conducted and reviewed **annually** or after significant changes to the building or its use.
- Actions identified in the assessment are addressed promptly by the Trustees.

### 4. Fire Prevention Measures

- Smoking is **strictly prohibited** inside the building.
- Heaters and electrical appliances must be turned off when not in use.
- Extension leads must not be overloaded.
- No storage is allowed in corridors, near exits, or in boiler/electrical rooms.
- All flammable materials (e.g. cleaning products) are stored safely and away from heat sources.

## 5. Fire Detection and Equipment

- The hall is equipped with appropriate **fire alarms, smoke detectors, and emergency lighting**.
- **Fire extinguishers** are provided at key points and are **serviced annually**.
- **Emergency exits** are clearly marked and illuminated.
- All fire doors must be kept **closed and unobstructed**.

## 6. Emergency Evacuation Procedure

In the event of a fire:

1. Raise the alarm by shouting "**Fire!**" and activating the nearest **fire alarm call point**.
2. Evacuate the building immediately using the **nearest safe exit**.
3. Do not stop to collect belongings.
4. Assemble at the designated **Fire Assembly Point**:  
**Grassed area between the main vehicle entrance and the pedestrian entrance on New Road**
5. Call **999** and report the fire using the full hall address:  
**Canolfan Ceiriog Centre, New Road, Glyn Ceiriog, Llangollen LL20 7HE**
6. Do not re-enter the building until declared safe by emergency services.

## 7. Responsibilities

### Trustees:

- Maintain fire safety equipment and signage.
- Ensure fire risk assessments are conducted and reviewed.
- Ensure hirers and volunteers are aware of evacuation procedures.

### Hirers:

- Must familiarise themselves with all **fire exits** and the evacuation procedure.
- Are responsible for the safety of their group during their hire.
- Must not obstruct exits or tamper with fire safety equipment.

### Volunteers and Event Organisers:

- Ensure clear access to all exits during events.

- Know where fire extinguishers and alarms are located.
- Take responsibility for safe evacuation if leading a group or activity.

## **8. Training and Drills**

- Committee members and regular volunteers will be given basic fire safety guidance.
- Fire evacuation drills may be conducted during major events or at regular intervals.

## **9. Monitoring and Review**

This policy will be reviewed annually, or in response to:

- After a fire incident or near-miss
- Following significant changes to the building or its use
- Upon updates to fire safety regulations

This policy is fully endorsed by the Canolfan Ceiriog Centre Trustees

Trevor Bates (Chair)

June 2025