

WANSTEAD HOUSE COMMUNITY ASSOCIATION
21 THE GREEN WANSTEAD E11 2NT

FIRE AND HEALTH & SAFETY & SAFEGUARDING POLICIES

1. Ensure a record of attendance is kept for every session or appropriate measures taken to identify missing persons in the event of an emergency.
2. All users of the House must ensure that they have procedures for the safe evacuation of their attendees in the event of an emergency.
3. All members and attendees must be made aware of fire exits/fire alarm points as follows:

GROUND FLOOR	Main Exit from Side Path Front Doors leading to Car Park Exit from Café/Bar to Side Yard
FIRST FLOOR	Exit via Main Stairs Exit via Fire Escape by Cowley Room
SECOND FLOOR/FOREST	Exit via Stairs Exit via Fire Escape at far end of Room
HALL	Main Doors 3 sets of French Doors to Garden

The evacuation assembly point is The Green opposite Wanstead House.

The Lift **MUST NOT** be used in such an evacuation.

4. First Aid is available in the Centre Office and Café/Bar. During closed periods, clubs/groups should make necessary arrangements for first aid.
5. Any accident/injury/hazardous situation should be reported to the Centre Office/Caretaker as soon as possible.
6. The Centre is routinely open 9am-11pm weekdays, 9am-6pm Saturdays and occasional Sundays. A staff member is on site normally from 9.00am – 4.00pm, 7.00pm-10.00pm.

Please make your members aware they are responsible for their own health and safety, particularly when the Centre is not staffed and on the occasions when there is no-one else on the premises.

7. On arrival check your accommodation is clean and clear and report anything unacceptable to the Centre Office or Caretaker. Please ensure your members take care in use of any equipment which should only be used for its intended purpose.
8. Only electrical equipment professionally tested and with current safety tagging can be used on the premises. Alternatively a residual circuit device (RCD) or power breaker should be connected to your equipment every time it is used. Do not allow interference with such equipment. Ensure leads do not cause a hazard and are adequately secured or covered.
9. Everyone attending Wanstead House must take reasonable care to look after themselves and ensure their acts and omissions do not put themselves or others in danger.

10. **SMOKING IS NOT PERMITTED ANYWHERE AT WANSTEAD HOUSE**

EXCEPT IN THE DESIGNATED AREA (THE PATIO OUTSIDE THE OFFICE)
WANSTEAD HOUSE COMMUNITY ASSOCIATION
FIRE AND HEALTH & SAFETY

1. Primary role is for safe evacuation of all persons and takes priority over fighting any fire and saving property.
2. Fighting a fire should only be attempted once the alarm has been raised and it is safe to do so. Employees should not attempt to use fire extinguishers.
3. All visitors/contractors are informed of fire procedures via the Visitor Safety Notice which is displayed in the main entrance. In addition Blue Dot Fire Action notices with a summary of Evacuation plan are displayed in all rooms.
4. Visitors with a disability will be assessed how best to assist them to evacuate the building in the event of the fire alarm operating.

FIRE DETECTION & WARNING ARRANGEMENTS

1. The building's fire detection and warning system when activated produces a continuous evacuation sound (plan of call points attached)
2. On hearing the alarm evacuate the building immediately following designated fire escape routes to the nearest fire exit (plan attached) proceed to the Green opposite.
3. The fire alarm panel is located outside the Centre Office.
4. Fire detection/warning equipment is checked/serviced regularly and records logged.
5. Primary/emergency lighting is provided throughout the House and Hall to illuminate escape routes, such lightings subject to checks and services regularly, records logged.
6. Portable fire extinguishers are placed in strategic locations (plan attached) and are checked and serviced regularly and records logged.

DISCOVERING A FIRE

1. Evacuate all persons, close the door to the room where the fire was discovered to contain and prevent spread to other parts of the building.
2. Operate the nearest red fire alarm break glass call point and make others in the immediate vicinity aware of the danger.
3. If you see a small fire developing, do not rely on any fire detection to operate the fire alarm. A fire in the early stages of growth will not produce sufficient smoke to trigger the ceiling fire detectors.
4. Leave by nearest fire exit and go to fire assembly point on the Green opposite Wanstead House.
5. If possible call Emergency Services from a safe location.
6. Class tutors/group leaders and/or those responsible for the occupants of any hiring will immediately cease their activity and ensure all users evacuate the respective room/area to the fire assembly point where they will take a roll call of their group and inform Wanstead House Staff on duty that everyone is out of the building. The Staff member will check the building to ensure everyone has evacuated. In the absence of Wanstead House personnel the hirer is responsible for ensuring all those attending are evacuated to the assembly point.
7. When the Bar is open the Duty Bar person will stop serving, shut the Bar, ask people to leave the building by the nearest available fire exit and assemble on the Green.
8. Evacuation of disabled persons – exit by ground floor/Hall by marked emergency exits to the fire assembly point, exit first floor by main stairs or assembler at Refuge Point on the emergency fire escape platform by Cowley room. Exit second floor by stairs or assemble at Refuge Point on emergency fire escape platform at the far end of the room.