

Vibe – Fire Safety Policy, Procedures and Plan

Fire Safety Policy

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General Statement

We at Vibe take our fire and safety duties seriously. We have created and developed this policy to help us comply with our legal obligations to staff (spin instructors), employees, clients (members), visitors and contractors as set out in the Fire Safety Order (2005). These include the provision of a safe place of work and for exercise where safety risks are minimised. The fire policy is an important part of our overarching health and safety policy.

**Please note the Vibe Fire Policy does not replace the Landlord's "Emergency Evacuation – Fire Policy Island Riding Centre" or their responsibilities defined within.*

Employees Duties

All employees/staff have a duty to take reasonable steps to ensure they do not place themselves or others at risk or harm.

All employees/staff have a duty to co-operate fully with procedures introduced as a measure to protect the safety and wellbeing of their selves, clients (members) and visitors.

Communication

All employees/staff will be kept informed directly of any relevant changes to the fire safety procedures or fire risk assessments, including any changes or updates to the Landlord's "Emergency Evacuation – Fire Policy Island Riding Centre" that directly impacts this policy.

Procedures

The following procedures are in place to maintain high standards of fire safety

Fire risk assessment has been undertaken and will be reviewed annually or reviewed as required regarding building changes and for fire incidents generally on the Landlord's site.

All employees/staff have been trained, shown the fire evacuation protocol and are refreshed annually.

All new staff/employees including temporary staff will complete training on how to raise the alarm, available exits and assembly point location within their induction.

Escape routes to be clearly signed and kept free of obstructions at all times. Escape routes to be checked daily by staff at the beginning of the spin class.

Ensure evacuation procedures are posted on fire exits and report deficiencies to the Landlord for prompt action.

All staff, clients (members) and visitors must sign in the session register or visitor book.

**Liaise/check with the Landlord for the following requirements are being met:*

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- *Alarms are being checked 6 monthly by a suitable contractor and that the Landlord is conducting regular testing with a competent person
- *Emergency Lighting is being checked 6 monthly by a suitable contractor and the Landlord is conducting monthly tests with a competent person
- *Fire Extinguishers are maintained and serviced annually

*Report all fire equipment defects to the Landlord for prompt action.

Emergency Evacuation Plan

The member of staff (spin instructor) taking the session is in charge of the evacuation plan.

If You Discover a Fire

Raise the alarm immediately by telling the spin instructor and activate the fire call point on exiting the building. Nearest call point is in the hallway by the fire exit and main entrance to the spin room.

Evacuate immediately using nearest available fire exit. Do not stop to pick up any personal possessions and do not shut windows. Last person out, to close the room fire door/entrance.

All staff, clients (members), visitors and contractors to report to the fire assembly point located at the top the of the car park by the entrance/exit road, (turn right outside the fire exit along the path, turn left up the inclined path and right into the bottom of the car park).

Member of Staff (Spin Instructor) in charge of Evacuation

Instructor to ensure all staff, clients (members), visitors and contractors exit the building, checking the room is clear including the toilets allocated if it is safe to do so.

Fire Alarm Status

In the event the fire alarm is for a genuine fire, the member of staff (Instructor) in charge must immediately call the fire brigade and then contact the Landlord's responsible person Louise Buckner.

If the fire is not visible straight away, contact the Landlord's responsible person to request a check of the fire alarm control panel to confirmed which alarm has been triggered for location of potential fire. In the event the fire is false, the Landlord's responsible person should establish the cause of the alarm before allowing anyone to re-enter the building.

Before Fire Brigade Arrives

If the member of staff in charge (spin instructor) has been suitably trained to use fire extinguishers, they may attempt to extinguish a small fire with the fire extinguisher located in the spin room as long as they are not putting themselves at any risk. If in any doubt, wait for the Fire Brigade.

Personal Emergency Evacuation Plan

Member of staff in charge (Spin Instructor) will aid anyone with disability to exit the Spin room in the event of emergency evacuation (People who need aid to leave the Spin Room/building may include physical disability such as clients (members) with visual or hearing impairment).