

Westminster Community Centre

Fire Safety Policy and Procedure

The community centre is a single storey pitched roofed building with a small enclosed garden at the side of the property.

The building comprises –

Main Hall - Capable of accommodating approximately 55 people seated, or 65 standing.

Kitchen - located off the main hall. There is a roller shutter service hatch to the main hall. A back kitchen door leads to the rear car park.

The kitchen is fully equipped with a 6 Burner Gas Hob & Double Oven, *Electric Extractor Fan and Cooker Hood, Fridge, Freezer and Hot Water Dispenser. There are 2 storerooms located off the kitchen.

*As an additional safety measure the Oven & Hob are unable to be used without first turning on the Extractor Fan.

Entrance Foyer - Ladies, Gents & Disabled Toilet Facilities are located off foyer.

Gas Meters and Intruder Alarm Controls are located in the small walk-in cupboard off foyer. Electric meter is located behind a locked door off the walk-in cupboard.

Access to the premises can only be gained by the front doors.

Emergency Exits in Main Hall and Entrance Foyer.

The building has a Fire Alarm System.

Fire Fighting Equipment is provided in the following areas:

- 1 Water Fire Extinguisher in Main Hall.
- 1 Dry Powder Fire Extinguisher in Main Hall
- 1 Foam Fire Extinguisher in Kitchen
- 1 Fire Blanket in Kitchen.
- 1 Dry Powder Extinguisher in Cyber Centre

First Aid Box – is located in the kitchen.

Fire Assembly Point – is located in front of the Church Parade shops.

Fire Hazard Identification

Heat Sources

Gas Hobs & Ovens
Central Heating Boiler

Combustible Fuels

Gas Supply to Central Heating Boiler
Gas Supply to Oven & Hob

External Hazards

1 Large Commercial Wheelie Bin in the rear garden
Wall Mounted Ashtray.

Unsafe Acts

Arson
Obstructing Escape Routes
Ignoring Smoking Ban
Defective Electrical Equipment

Persons at Risk

Staff / Cleaners
Hirers their clients / users.
Young children - requiring supervision
Adults with Special Needs.

Control Measures

User Manual on site
All Electrical Equipment is switched off
Ovens are turned off
All refuse and waste products placed in outside bins
Electrical Equipment PAT tested regularly
Cleaning Materials kept in locked cupboard
Correct Signage in place
Intruder Alarm is set

Additional Information

The community centre is not staffed - all regular hirers are issued with a set of keys and a booking pack. Keys must be returned to Ellesmere Port Library within 7 days after the end of hire.

The regular user groups have a Lead Hirer who is the person responsible for opening and closing the building and ensuring that Health & Safety Regulations and Procedures are observed at all times.

In the case of 'one off' bookings e.g. a Children's Birthday Party, the hirer is considered the Lead Hirer

Please see enclosed booking pack.