**The Old Library Fire Safety Plan**

**The Old Library, Eastville, Muller Road, BS5 6XP**

The Government is committed to regulating only where necessary and in a way that is more suited to the needs of modern business. That is why the order was made, under the Regulatory Reform Act 2005. It replaces most fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire. The following fire safety plan has been put into place in order to comply with fire safety regulations. It is of the utmost importance that responsible parties familiarise themselves with & follow the fire safety plan.

**1. Fire Hazards at the Old Library**

 -The kitchen is the main fire hazard in the Old Library, particularly the hob, contact grill and oven. This risk is somewhat mitigated by the use of an electric oven and induction hob, so there will be no open flames in the kitchen. There is also clear signage around the usage of the appliances that should be read by anybody working in the kitchen. Volunteers and hirers using the kitchen space are not to leave appliances running when they are not in the kitchen space. The kitchen is equipped with a fire door as well as a fireproof shutter to cover the hatch into the main community space. There is a powder fire extinguisher (due to be re-serviced in 2022) as well as a fire blanket stored to the left of the fridges.

 -There are a number of electrical devices used at the Old Library, ranging from the printer to the water boiler. These devices are PAT tested and are only left running while the library is open, with all devices being switched off overnight. A Co2 fire extinguisher is also stored behind the cafe counter and is due to be re-serviced in 2025 as well as a foam fire extinguisher by the front entrance.

 -There are various bins for recycling and waste in the kitchen and main area, as well as a sanitary waste bin in the bathroom which could be a fire hazard as a fuel source if allowed to fill too full. The recycling and waste bins are to be emptied at the end of every day that the Old Library is open to the public. When locking up for hires, bins should also be emptied if necessary. The sanitary waste is collected once a week by an independent service.

 -There are no other significant ignition, fuel or oxygen to consider as a fire hazard inside the Old Library building. In addition to the aforementioned fire extinguishers, an additional foam and Co2 extinguisher are available from inside the central kiosk. Individuals who have not been trained to use a fire extinguisher should not attempt to utilise one in the event of a fire.

**2. At risk individuals**

-It is our policy at the Old Library that volunteers should not be lone working when possible. The space is only opened to the public when at least two volunteers are present, and no volunteer is required to work in any isolated area. When volunteers are lone-working in the space it is of paramount importance that they inform another volunteer when they enter and they leave, as per the Old Library's lone-working policy.

-The Old Library is a fully accessible space, open to members of the public. As such, we expect that on any given day the space could be used by children, parents with babies, the elderly and people with disabilities. The primary fire exit at the back of the main space has ramp access leading directly to the fire assembly point by the compost bins in the garden. These doors are to be unlocked at all times that the building is open, for ease of use. If a volunteer is lone working they should keep keys on their person to aid escape. In the event of an alarm, one member of the volunteer team will calmly open both doors and escort members of the public from the main room to the fire assembly point outside, making sure to check that nobody is still in the room before leaving themselves. The second volunteer will (where safe) check the kitchen, storeroom, rear bathroom and accessible bathroom to ensure that nobody is still inside the building, before leaving the building themselves. Once everybody is out of the building, volunteers should call the fire brigade. The building's address is: The Old Library, Eastville, Muller Road, BS5 6XP.

**3. Protect from risk**

 -A number of risk prevention measures have been put into place, as referenced above in section 1. These include, but are not limited to: Fire extinguishers, Fire doors/shutters, induction cooking appliances and the regular removal of waste materials.

 -An electrical fire detection and warning system utilising smoke detectors is currently in place in the event of a fire.

 -There are several fire extinguishers throughout the building, utilising foam, Co2 and powder.

 -There are two clearly signposted escape routes from the building. The primary escape route from the building is through the rear glass doors straight into the garden. The secondary escape route is through the fire doors at the front of the building. As per regulations, no point in the building is over 45m metres from an escape route. Despite the risk of a fire in any area of the building being very low, no area of the building is more than 25m away from an escape route, which is the required distance for high fire risk areas of the building.

 -The maximum fire safe capacity of the building is 372 people. To mitigate the risk in the event of an emergency, The Old Library will have its capacity capped at 100 people. This will ensure that every individual has enough time and space to calmly make their way to an exit in the event of a fire.

 -The escape routes are to be kept clear at all times. All buggies must be stored safely out of the way in the buggy park and it is the responsibility of volunteers to ensure that both of these paths remain clear at all times.

 -The doors are to be kept unlocked at all times while the building is open, so no key is needed in an emergency situation. The doors are standard so no special knowledge is required to open them, though there are no panic bars or push pads. This shouldn't be problematic with a relatively low building occupancy as well as two escape routes within 25m of all points in the building and volunteers at hand who are familiar with the fire safety plan.

 -The premises have a lot of natural light during daylight hours. There are no staircases in the building and walkways are to be kept clear at all times, with fire exit signs being visible in low light, so emergency lighting should not be required in the evenings.

 -Both escape routes are clearly signposted.

 -All cafe volunteers and keyholders are familiarised with the fire emergency plan and trained with this fire safety information.

 -Our fire detection system is maintained by an independent company, Omega Fire & Security.

**4. Emergency Fire Plan**

 -In the event of a fire alarm sounding, it will be the responsibility of the volunteers to ensure the safety of everybody inside the building. Volunteers are to work in teams of at least two while the Old Library is open to the public.

 -One volunteer must check the kitchen, the storeroom, the rear bathroom and then the accessible bathroom, in that order if it is safe to do so. It is important to be mindful that young children and babies use this space and to look out for them especially. This volunteer should be mindful to close all doors behind them once they are done checking these areas, especially the two fire doors, before leaving the building themselves through the escape route in the next point.

 -The second volunteer should calmly open up the two glass doors at the back of the main room and escort any customers out of the building towards the fire assembly point, which is in the garden by the wooden compost bins. For those with limited mobility or users of wheelchairs should be directed to exit through the front door (once the ramp is installed on the rear glass doors this can be used).

 -Once everybody is out of the building, the fire brigade should be called.

 -Volunteers are not expected to attempt to put out the fire using a fire extinguisher, even if they are trained to use one. Evacuating via the steps above should be the top priority.

 -All volunteers who are working inside the building will be trained on fire safety and familiarised with the fire emergency plan.

 -When the space has been hired out by members of the public, it is of the utmost importance that the hirers read through the fire emergency plan and assign at least two volunteers to carry out the plan.

**5. Review**

This fire safety plan was last reviewed on 6th May 2021. This fire plan should be reviewed and kept up to date regularly. The next review should take place no later than 6th May 2022. An earlier review may be necessary if there are any significant changes to the risk level of the Old Library or if any issues should occur during a fire drill or in the event of an emergency.

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