

The Movement Bothy

Fire Prevention & Evacuation Procedure

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Approved By: Louise Hastie, Director and Katy Holt, Director

Movement Evolution Scotland CIC is committed to conducting our business activities in a manner where safety is our top priority. Our actions should never harm staff; contractors; members or any other visitors to The Movement Bothy.

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1. INTRODUCTION

1.1. Purpose

This document provides information on how Movement Evolution Scotland aim to prevent fire and the action to take in the event of an emergency. It has been written to ensure compliance with the legal obligations to staff, contractors, members and visitors.

1.2. Scope

This document details fire prevention methods and explains the procedure for safely evacuating all staff and visitors from the address below in the event of a fire:

The Movement Bothy
Next to Deeside Rugby Club,
Woodend,
Banchory
Aberdeenshire
AB31 5QA

2. RESPONSIBILITIES

2.1. General Responsibilities of Movement Evolution Scotland

As far as reasonably practicable all steps shall be taken by MES to prevent or minimise the probability of fire breaking out. MES acknowledge that despite taking all measures it cannot be assumed that fire will never break out therefore:

- Systems shall be put in place to deal with the outbreak of fire and these will be regularly scrutinised and the results documented.
- Inspections and assessments shall be carried out to identify fire risks and ensure that the necessary precautions are in place.
- MES will ensure housekeeping standards minimise the likelihood of the development of fire.
- Contractors working for MES shall be bound under the terms of their contract to comply with MES procedures, government legislation and industry best practice relating to fire safety.
- Security precautions shall be taken to minimise the risk of arson within The Movement Bothy.
- All employees shall be given suitable instruction in basic fire prevention measures.

2.2. Communication with staff, contractors, members and visitors

MES will ensure that any person employed (directly or indirectly) is provided with information related to fire safety and will consult with employees on matters of fire safety and arrangements. Keep them informed of changes that are made to our fire safety procedures as well as fire risk assessment(s). Furthermore, members and visitors shall not be left alone unless they have been made aware of escape routes and evacuation procedures.

2.3. Responsibilities of Management

In fulfilling MES obligations, both Company Directors Louise Hastie and Katy Holt will act as 'Competent Persons' with overall responsibility and control over The Movement Bothy facilities. On taking on these roles these persons shall have sufficient training, experience, knowledge and resources as well as the time and authority to fulfil their duties.

2.4. The person with Overall Responsibility for Fire Safety (Competent Person)

MES have appointed the Director with Health and Safety responsibilities as the Competent Person with overall responsibility for The Movement Bothy premises. They are charged, on behalf of management, with the responsibility to ensure the safety of employees and visitors.

They shall ensure as far as is reasonably practicable that:

- Everyone on the premises can escape safely if there is a fire.
- The risk of the outbreak of fire is reduced in level to as low as reasonably practicable.
- A suitable fire risk assessment has been carried out and that actions are carried out and reviewed annually.
- The smoke/heat alarms are tested monthly, and results of those test recorded.
- The fire extinguishers, are subjected to yearly inspection and the results of those test recorded.

If the Director with Health and Safety responsibilities is out of the office, the other Director takes responsibility.

2.5. Lead Coach

The Lead Coach, or their assigned deputy, is responsible for ensuring everyone has left the building following smoke/heat alarm activation or drill.

2.6. Coach

The Coach, or their assigned deputy, has the responsibility to perform the roll call at the muster point and inform the Lead Coach of any unaccounted personnel.

2.7. Director with Health and Safety responsibilities

The Director with Health and Safety responsibilities has the responsibilities of the Competent Person as well as, the responsibility of investigating and reporting to management the outcome of any fire alarm activation or drill.

2.8. All employees

All employees and subcontractors have a duty to take all reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with MES in complying with any procedures that it may introduce as a measure to protect the safety and well-being of all. Employees should report any concerns they have about fire hazards to the Directors, so that MES can take the appropriate measures.

All employees have a responsibility to ensure that:

- Escape routes are kept clear.
- Good housekeeping is implemented; bins are emptied regularly; waste materials are not allowed to build up and combustible materials are not stored next to sources of ignition.
- Fire extinguishers are in place and ready for use.

3. FIRE PREVENTION

MES have identified that the greatest risk of fire comes from electrical appliances or wiring, smokers' materials and arson. There is no electrical equipment on site thus minimising the risk of outbreak of fire. Smoking is not permitted on site also reducing the risk of fire. The main risk of fire is therefore arson.

3.1. Electrical equipment

There is no electrical on site

3.2. Smoking

Smoking is not permitted on The Movement Bothy site.

3.3. Arson

Reduce the risk of arson by:

- Ensuring that roller doors are not left open or unsecured when The Movement Bothy is not occupied.
- Being vigilant; challenge those whom you suspect to be unauthorised personnel.

3.4. Housekeeping

Keep work areas clean, dispose of waste regularly and avoid accumulation of combustible rubbish and waste. Never store flammable or combustible rubbish in escape routes or where it can contact potential sources of heat.

3.5. Fire triangle

Understanding the principles of fire, can assist in fire prevention. For a fire to ignite and keep burning, three elements must be present: oxygen, heat, and fuel.

3.5.1. Fuel

For a fire to start there must be a material to burn, this is referred to as the fuel. Fuel is any kind of combustible material, including paper, oils, wood, gases, fabrics, liquids, plastics and rubber. The fuel for a fire is usually characterised by its moisture content, size, shape and quantity and this will determine how easily the fuel will burn and at what temperature.

3.5.2. Heat

In addition to a fuel source, heat must be present in order for ignition to take place. Heat is also responsible for the spread and maintenance of fire as it removes the moisture from nearby fuel, warming the surrounding area and pre-heating fuel in its path, enabling it to travel and develop with greater ease.

3.5.3. Oxygen

As well as fuel and heat, fires also need oxygen to stay alight. When the fuel burns it reacts with the oxygen to release heat and generate combustion.

3.5.4. Extinction of the fire

To stop a fire, one of the three elements in the fire triangle must be removed.

3.6. Fire Fighting Equipment

MES have identified via the fire risk assessment, the type and number of fire extinguishers to be located within the office. By using the correct extinguisher, based on the fuel of the fire, an element of the fire triangle can be removed.

The provision of fire extinguishers is to aid escape from the building. They should not be used if the user does not feel confident and their use should never place a life in danger. In an emergency, evacuate the building as quickly and safely as possible.

Within the office there is one type of extinguishers provided and they can be used on the following types of fire:

Extinguisher Type – Foam (BS EN 3)

Colour Code – Red with a cream panel above the operating instructions

Fire Class - Class A – Fire involving solid material (e.g. wood, paper, cardboard).

Class B - Fire involving flammable liquids

3.7 Nearby water sources for use by the Fire Service

Fire/Water Hydrants available next to Banchory Christian Fellowship Church

What3words location - [///tidal.nights.them](https://www.what3words.com/#!/tidal.nights.them)

Open Water available in the Barns Garden

What3words location - [///universes.camped.chef](https://www.what3words.com/#!/universes.camped.chef)

4. EVACUATION OF DISABLED PERSONS

If an employee has mobility, sight and/or hearing impairment or other circumstances which they believe may affect their ability to respond to a building emergency evacuation alarm, they are encouraged to make any concerns known either to the Directors. Contractors, members, and visitors, they are encouraged to make any concerns known to those they are visiting. Once known, MES will ensure that their safety is given the highest priority during an emergency.

To determine the best way to assist the individual, details and information will be gathered via an Evacuation Questionnaire. This will be used to develop a Personal Emergency Evacuation Plan (PEEP) which will be completed in consultation with the individual concerned and will consider the needs of the individual, their relationship to the building they occupy and its structural characteristics. The PEEP will provide the individual with the necessary information to be able to manage their evacuation in the case of an emergency. It will also provide MES with information to ensure that the correct level of assistance is available, identifying those persons who will assist carrying out the plan and any training or equipment needs.

All employees and visitors expected to aid in the evacuation of the disabled person will receive a copy of the PEEP.

5. ACTIONS IN THE EVENT OF A FIRE OR SOUNDING A SMOKE/HEAT ALARM

5.1. On discovering a fire

If you discover a fire raise the alarm by shouting and telling others immediately.

- If you feel confident to fight the fire do so with the correct fire extinguisher, but do not place your life in danger.
- Evacuate immediately by the nearest available safe exit.
- Do not stop to collect personal belongings.
- The provision of fire extinguishers is to aid your escape.
- Proceed to the designated assembly point by the fence next to the car park.
- Report to the Lead Coach and/or Directors and tell them about the fire, its location, size, materials involved etc.
- Report to the Coach, on the day, who will take a roll call.
- Do not return to the building/premises until given an all-clear signal or message from the Lead Coach or their assigned deputy.

5.2. Staff and Visitors

- Immediately leave using the nearest available safe fire exit.
- Proceed to the designated assembly point by the fence next to the car park.
- Ensure that any visitors that you are responsible for, accompany you.
- If disabled persons are on site, ensure they have heard the alarm and if appropriate provide help in using escape routes and exits whilst accompanying them to the assembly point.
- The provision of fire extinguishers is to aid your escape.
- Report to the Coach, or their deputy, who will take a roll call.
- Do not return to the building/premises until given an all-clear signal or message from the Lead Coach or their deputy.

5.3. Coach

- When alarm sounds take your phone with Members and Visitors details on it via TeamUp App and leave the building by the nearest available safe exit.
- Perform Roll call at the muster point and inform the Lead Coach that everyone is present or if anyone is unaccounted for.

5.4. Lead Coach

- Establish the location of the alarm and if it is a genuine fire.
- The alarm system is not linked directly to the fire brigade so if genuine, contact the fire brigade (999) and inform them of the fire.
- If it was a false alarm, turn off alarm.

- Leave building by the nearest available safe exit, sweeping the building as you go. Ensure that no one is left in the room(s).
- Confirm with the Coach or their deputy that the premises have been fully evacuated and all areas are clear.
- Provide the Fire Brigade with the layout of the premises, information gathered on the fire, any other information required by the fire service.
- Once satisfied that everything is in order and it is safe to do so, give the 'all clear' signal to return into the building.

5.5. Post Incident Actions – Director with HSE responsibilities

- Gather all other information regarding the evacuation and complete details in the Fire Drill Record.
- Investigate and determine the cause for the alarm.
- Check what actions were taken, and whether any firefighting equipment has been used and by whom.
- Complete a Fire Report on the events that took place and inform management of the findings.

6. FIRE SAFETY DETAILS

6.1. Fire Safety Systems

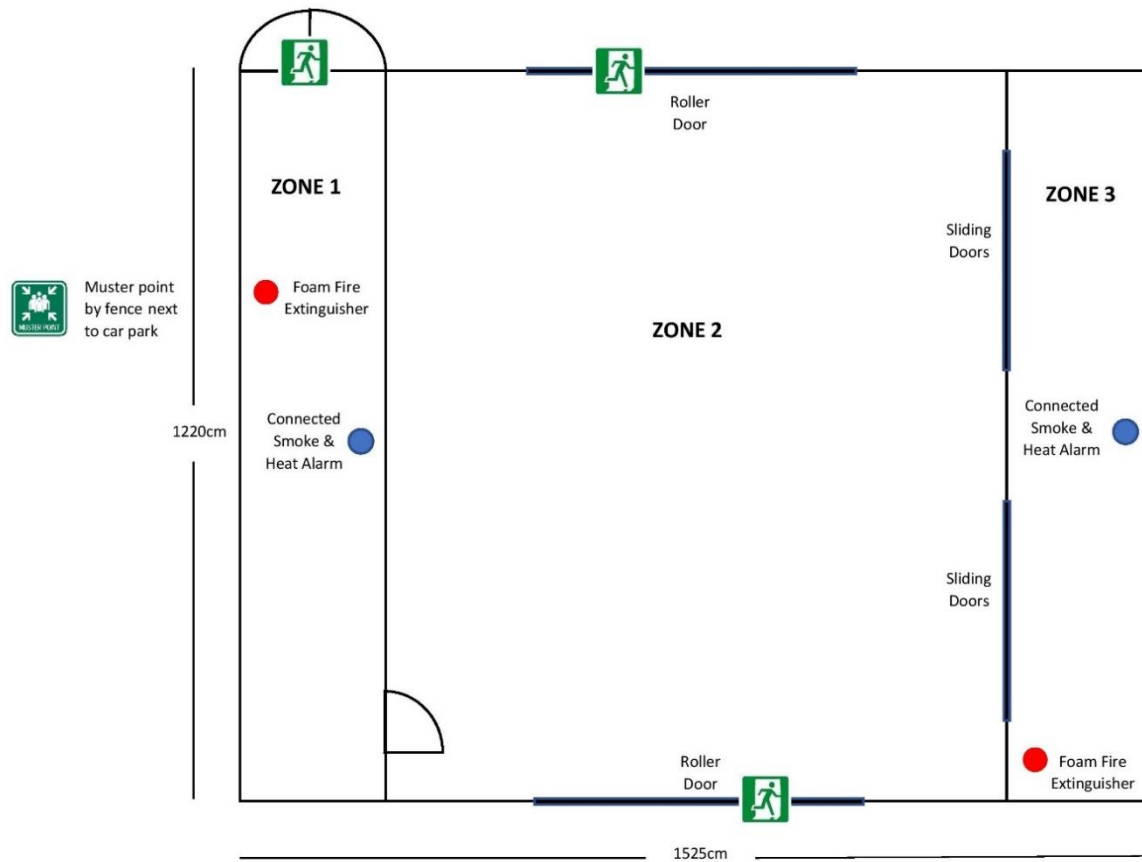
MES shall perform the following checks:

- A record of fire drills (at least one per year) listing evacuation times and any comments.
- Records of monthly tests of smoke/heat alarms.
- Record of annual inspection and test of all firefighting equipment.
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.

6.2. Fire Zones

Zone Name	Area Covered
Zone 1	Storage Container
Zone 2	Main Area
Zone 3	Gym Container

6.3. Ground Floor Plan and Muster Point



The Movement Bothy Floor Plan (including smoke and heat alarms and fire extinguishers)

- *please note there are no electrics so no electrical drawings
- ** Smoke and heat detectors meet BS5839 Part 6 2019 regulations

