

Mat Miller 07952916265

Office 01803 400403

Group..... Date.....

Group leader name..... Group leader signature.....

UV safety trainer..... UV safety trainer signature.....

Briefing for Upton Vale and external groups hiring or using the Premises.

1. Fire evacuation procedures.

DURING core office working hours

(Monday to Thursday 9am – 3pm and Fridays 9am – 1pm)

If smoke or fire is identified PRESS THE NEAREST RED 'BREAK-GLASS' BOX to sound the alarm.

Vacate the building, ensuring that all your group members (including vulnerable adults and children) are with you. Ensure all the toilet areas are empty. Do not take personal belongings with you.

Go to the assembly point.

- During the week - in the Church garden.
- Sundays only – outside the Town Hall.

A member of the staff team will check with you that everyone from your group is present. The responsible person/keyholder is responsible for contacting the fire brigade. If a member of your group is missing the fire marshal will inform the fire brigade when they arrive. They will ask you of the possible location for your missing person.

OUTSIDE of core office working hours

(Outside of Monday to Thursday 9am – 3pm and Fridays 9am – 1pm)

FOR EXTERNAL NON-UPTON VALE (UV) GROUPS.

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If you are an external (non-UV) group, the Church office or Premises Manager will designate a UV keyholder (Responsible person, RP) to cover the duration of your booking. As leader of your group, it is your responsibility to raise or respond to the alarm by ensuring your group members vacate the building and meet at the designated Assembly point.

The UV RP will meet you at the assembly point to gather the following details from you for the fire brigade.

- Are all members of your group present?
- Name(s) and location(s) of anyone trapped in the building?

Do not re-enter the building until the Fire Brigade tells you it is safe to do so.

A full copy of UV's Fire Risk Assessment and Health and Safety policy is available upon request from the Premises Manager.

FOR UPTON VALE (UV) GROUPS.

As the group leader or key holder, you are the responsible person (RP). You are responsible for raising the alarm, ensuring all your group members vacate the building and make their way to the assembly point in the Church garden. And ringing 999 for the Fire Brigade. Please check all toilets are empty and leave personal belongings behind. When the Fire Brigade arrive, you are responsible for informing them that everyone is present.

Details for the Fire Brigade.

- Address: Upton Vale Baptist Church, 2 St Marychurch Road, Castle Circus, Torquay, TQ1 3HY.
- Tel: 01803 400403
- Details required: location of fire in the building
- Name(s) and location(s) of people known or suspected to be trapped in the building.

Do not re-enter the building until the Fire Brigade tells you it is safe to do so.

2. Accidents.

If an accident occurs whilst your group is running, please attend the person concerned, calling an Ambulance if necessary. We encourage each group leader to be First Aid trained or to have a member of the group First Aid trained.

3. First aid

We encourage each group leader to be responsible for First Aid. If someone in your group experiences a minor injury and the application of a plaster, for example, will suffice, please help yourself from the Nearest First aid box. Please write on the accident form what items from the First aid box has been used.

Name of nominated First Aider for the group.....

4. ‘Martyn’s law’ – Evacuation/Shelter in place procedures.

Responsible person (RP)

DURING core office working hours

(Monday to Thursday 9am – 3pm and Fridays 9am – 1pm)

- During office hours, the Responsible person (RP) will be a member of staff.

OUTSIDE of core office working hours

(Outside of Monday to Thursday 9am – 3pm and Fridays 9am – 1pm)

- Outside of office hours, the responsible person will either be a member of the Premises team (Non-UV group booking) or a keyholder (UV booking)

An evacuation order.

- If it is decided by the RP to Evacuate, the nearest call point will be set off as in a fire by the RP or a designated other.
- Group leaders will tell everyone to remain calm and leave immediately by the nearest exit and go to the meeting point (MP)
- During the week the meeting point is the Church garden, on a Sunday it is in front of the Town Hall.
- Everyone to hold the doors open for the person behind them.
- If you have children in a separate group, they will be taken to the meeting/assembly point outside the Town Hall. Please meet them there.
- If you need assistance, please raise your hand and a member of the team will help you exit the building.
- Once people are at the meeting point (MP), they will be told to disperse singularly or in family groups from that location.

A Shelter in place order.

- If it is decided by the RP to shelter in place, the fire alarm will be set off for **five seconds only** by the RP or a competent, designated other by activating the sound alarms then silence alarms from the Fire alarm panel located in the Link.
- All groups will stay in place until further notice.
- After the alarm has sounded, and if safe to do so the RP will visit each group in the Premises, using knowledge of bookings found beside the Fire Alarm Panel to notify the Group leaders of the type of threat and any action that may be required such as moving away from windows, checking doors, keeping the group calm etc.

Responsible person is