



# **West Heath Community Association**

## **Emergency Evacuation Policy**

West Heath Community Association is a registered charity (no: 1124993)  
and has limited liability being a company limited by guarantee  
registered in England & Wales (no: 06570815)

## Emergency Evacuation Policy

This policy will be reviewed on an ongoing basis, every year. West Heath Community Association will amend this policy, following consultations with the Community Centre Manager where appropriate.

Date of last review:

<i>Date</i>	<i>Change</i>
<i>January 2026</i>	<i>New document created.</i>
<i>April 2026</i>	<i>Approved by Board</i>

## **1. Purpose**

This policy outlines how the charity will ensure the safe and efficient evacuation of the community centre in the event of an emergency. It supports our legal duties under UK fire safety legislation and protects all staff, volunteers, hirers, and visitors.

## **2. Legal Framework**

This policy is informed by the following UK legislation and guidance:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Relevant guidance from the UK Fire and Rescue Service

As the “responsible person” for the premises, the charity must ensure that appropriate fire safety arrangements, risk assessments, and evacuation procedures are in place.

## **3. Scope**

This policy applies to:

- All charity employees
- All volunteers
- All room hirers and group leaders
- All visitors, service users, and members of the public

It covers all areas of the building, including meeting rooms, offices, toilets, storage areas, and any outdoor spaces under the charity’s control.

## **4. Responsibilities**

### **4.1 Trustees**

- Ensure the charity meets its legal duties as the “responsible person”.
- Approve and annually review this policy.
- Ensure adequate resources for fire safety equipment, training, and maintenance.

### **4.2 Centre Manager**

- Maintain the Fire Risk Assessment and update it annually or after significant change.
- Ensure evacuation routes, signage, and fire equipment are maintained.
- Provide induction training to staff, volunteers, and hirers.
- Coordinate fire drills at least twice per year.
- Liaise with the Fire and Rescue Service when required.

### **4.3 Staff and Volunteers**

- Know the evacuation routes and assembly point.
- Support visitors and vulnerable individuals during an evacuation.

- Report hazards, damaged equipment, or blocked exits immediately.

#### **4.4 Room Hirers / Group Leaders**

- Take responsibility for their group during an evacuation.
- Keep an accurate attendance list for their session.
- Follow all instructions from centre staff.
- Ensure their group exits promptly and safely.

### **5. Evacuation Procedure**

#### **5.1 If You Discover a Fire or Serious Hazard**

- Raise the alarm using the nearest manual call point.
- Evacuate immediately using the nearest safe exit.
- Do not attempt to fight the fire unless trained and it is safe to do so.
- Notify a staff member as soon as possible.

#### **5.2 When the Alarm Sounds**

Everyone must:

- Stop activities immediately.
- Leave the building by the nearest safe exit.
- Do not collect personal belongings.
- Do not use lifts.
- Move calmly to the assembly point.

Staff and volunteers should:

- Sweep their area if safe to do so.
- Assist anyone who needs help.
- Close doors behind them to slow fire spread.
- Report to the Centre Manager at the assembly point.

### **6. Assembly Point**

The designated assembly point is in the Car Park.

Group leaders must take a roll call and report any missing persons immediately.

### **7. Fire Safety Equipment**

The centre will maintain:

- Fire extinguishers
- Fire alarm system
- Emergency lighting
- Fire doors and signage

All equipment will be inspected and serviced in accordance with UK standards.

## **9. Re-entry to the Building**

No one may re-enter the building until:

- The Centre Manager or emergency services confirm it is safe
- The alarm has been reset
- Any hazards have been addressed

## **10. Training and Drills**

- Staff and volunteers will receive induction training on evacuation procedures.
- Fire drills will be carried out at least twice per year.
- All drills and real evacuations will be recorded and reviewed.
- Hirers will receive a summary of evacuation procedures as part of their booking agreement.

## **11. Communication**

This policy will be:

- Available in the Community Centre Office
- Shared with all staff and volunteers
- Available to any centre user on request

## **12. Review**

This policy will be reviewed annually or sooner if:

- There is a fire or evacuation incident
- The building layout changes
- Fire safety equipment is upgraded
- Legislation or guidance changes