



Registered Charity No. 1168203
Jericho Community Centre, 33a Canal Street, Oxford OX2 6BQ
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Policy on Fire Safety

The Jericho Community Association recognises and accepts its responsibilities for ensuring fire security in the Community Centre.

Responsibilities of the management committee

1. To ensure that there has been a fire risk assessment for the building.
2. To appoint members of the committee to take responsibility for fire testing and drills.
3. To offer training for staff, committee members and regular users on fire safety and equipment.
4. To ensure that fire alarms are tested weekly using a different operating point.
5. To ensure that the emergency lighting is checked monthly.
6. To carry out regular fire drills
7. Check that the fire-fighting equipment is maintained and in position.
8. Ensure that the signage for fire evacuation is accurate.
9. To ensure that all portable electrical equipment is regularly tested (PAT testing).
10. To check regularly that fire escape routes are kept clear.
11. Ensure that users of the centre are aware of their responsibilities.

Responsibilities of room renter and hirers

1. To familiarize themselves with the fire procedures and equipment.
2. To keep escape routes free from obstruction and flammable material including refuse sacks.
3. To comply with fire drills, ensuring that all users are accounted for.

4. To ensure that all electrical equipment is tested for fire safety

Agreed by JCA Management Committee

12 June 2018

Charlotte Christie

Chair