



## In the event of fire – External Hire.

Ratified by:	Management Committee
Date ratified:	Mar 2019
Review date:	Mar 2020

### At the Welcome In Community Centre

#### When Welcome In or OPAL staff are on the premises

*If the alarm is operated somewhere in the building.*

1. Collect any event register and assist to evacuate the building by the nearest exit, closing doors as you go.
2. Be aware that the exit from the rear of the building has a flight of stone steps, so people being directed to the rear would need to be able to manage the steps.
3. Please check the toilets to ensure they are not occupied.
4. Move all people to the Fire assembly point which is at the top of the car park and check that all of your group have been accounted for and relay this information to OPAL staff.

*Upon discovering a fire (no larger than the size of a waste paper basket).*

1. Attempt to put it out with the correct extinguisher or tell OPAL staff and we will try.  
 CO2 – electrical equipment and flammable liquids.  
 Aqua mist – paper, furniture (everything else)  
 Foam – paper, furniture and flammable liquids
2. If this doesn't work operate the nearest call point to sound the fire alarm.
3. Collect any event register and assist to evacuate the building by the nearest exit, closing doors as you go.  
 Be aware that the exit from the rear of the building has a flight of stone steps so people being directed to the rear would need to be able to manage the steps.
4. Please check the toilets to ensure they are unoccupied, if this is an area used by your group.

**Welcome In Community Centre, 55 Bedford Drive, Leeds, LS16 6DJ**

**Tel.0113 261 9103**

**Email [admin@opal-project.org.uk](mailto:admin@opal-project.org.uk)**

**[www.opal-project.org.uk](http://www.opal-project.org.uk)**

**Registered Charity : 1131792**

**Company Number: 06961204 England and Wales**



5. Move all people to the Fire assembly point and check that all of your group have been accounted for and relay this information to OPAL staff.

*Upon discovering a larger fire (larger than the size of a waste paper basket).*

1. Do not attempt to put it out, operate the nearest call point to sound the fire alarm.
2. Collect any event register and assist to evacuate the building by the nearest exit, closing doors as you go.

Be aware that the exit from the rear of the building has a flight of stone steps so people being directed to the rear would need to be able to manage the steps.

3. Please check the toilets to ensure they are unoccupied, if this is an area used by your group.
4. Move all people to the Fire assembly point and check that all of your group have been accounted for and relay this information to OPAL staff.

### **When there are no Welcome In or OPAL staff on the premises.**

*If the alarm is operated somewhere in the building or you discover a large fire.*

1. Collect any event register and assist to evacuate the building by the nearest exit, closing doors as you go.
2. Be aware that the exit from the rear of the building has a flight of stone steps, so people being directed to the rear would need to be able to manage the steps.
3. Please check the toilets to ensure they are not occupied.
4. Move all people to the Fire assembly point which is at the top of the car park and check that all of your group have been accounted for.
5. Call 999 and ask for the Fire Service and tell them the following:-

**Address:- Welcome In Community Centre, 55 Bedford Drive, Leeds LS16 6DJ.  
Mention that it was the former pub The Bedford Arms.**

**They will ask about the fire, such as what is on fire & whether it's inside or outside and whether anyone is missing. Stay on the line, even if you hear the sirens close by.**

6. Do not re-enter the building to attempt to rescue anyone, simply give the names of anyone left inside to the Fire Brigade.
7. Call Ailsa at OPAL on 07598 256683.

### **THE WELCOME IN IS A NO SMOKING AREA**

To see the full Risk Assessment please see the Health and Safety file.

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