

LAND OF JOY RETREAT CENTRE

FIRE SAFETY POLICY

Effective Date: July 2025

Review Date: July 2026

1. RESPONSIBLE PERSON

Responsible Person: [Name and Title]

- Has control of the premises and ensures fire safety compliance under the Regulatory Reform (Fire Safety) Order 2005

2. FIRE RISK ASSESSMENT

- A suitable and sufficient [Fire Risk Assessment](#) is completed annually by a competent person
- Covers the Victorian main house, outbuildings, and other sleeping accommodation
- Identifies fire hazards, people at risk, and control measures
- **Review:** Annually or after significant changes to building or use

3. FIRE SAFETY MEASURES

Detection and Alarm

- Automatic fire detection and alarm system onsite to BS 5839-6 minimum standard
- Covers all escape routes and sleeping areas
- Tested monthly, serviced annually

Emergency Exits

- Emergency exits are clearly marked and kept unobstructed
- Emergency doors open easily with clearly marked keys when building is occupied
- Emergency lighting is supplied on all escape routes

Fire Fighting Equipment

- Appropriate fire extinguishers are provided throughout premises
- Annual service by competent contractor is instructed
- Monthly visual checks

Fire Doors

- Self-closing fire doors are maintained in working order
- Regular inspections are carried out to ensure proper closure

4. EMERGENCY PROCEDURES

Fire Alarm Response

1. Call Fire Service: 999
2. Evacuate via nearest safe exit
3. Go to assembly point: [Location]
4. Do not re-enter building

Evacuation Assistance

- Personal Emergency Evacuation Plans (PEEPs) are developed for persons requiring assistance
- Volunteers assist visitors during evacuation

Full details of the evacuation procedure on the [Fire Evacuation Procedure](#)

5. INFORMATION AND TRAINING

Volunteers

- Fire safety instruction are provided on:
 - Alarm procedures
 - Evacuation routes
 - Fire fighting equipment location

Visitors and Retreatants

- Emergency information provided upon arrival
- Escape route information displayed in rooms

6. MAINTENANCE RECORDS

Records are kept of:

- Fire Risk Assessment and reviews
- Equipment testing and maintenance
- Volunteer fire safety training

Legal Compliance: Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, and applicable 2025 amendments.

At Land of Joy, we are committed to exceeding our legal fire safety obligations through robust and proactive operational processes. Our approach includes a clearly defined organisational structure with designated fire wardens and incident controllers, supported by detailed training programmes and ongoing performance monitoring. We conduct quarterly fire drills to ensure preparedness, even though these are not legally required, and follow specific testing schedules that go beyond the statutory minimums. An annual fire risk assessment is carried out to ensure continued compliance and risk reduction. Our fire safety strategy also incorporates comprehensive communication procedures to ensure clarity and coordination in the event of an incident.

Responsible Person Signature: _____ **Date:** _____

Chair of Trustees Signature: _____ **Date:** _____