



Health and Safety Fire Safety Policy

Reviewed and updated by Rachel Lesiter, March 2025

Reviewed by Scott Holden, February 2024

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Reviewed by Scott Holden, June 2018

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	Page
Contents	2

Fire Safety Overview

1. Premises Particulars	3
2. General Statement of Policy	4
3. Management Systems	5
4. General Description of Premises	5
5. Fire Safety Systems Within the Premises	7
6. Plan Drawing	8
7. Fire Hazards	9
8. People at Risk	10
9. Means of Escape (Horizontal Evacuation)	10
10. Means of Escape (Vertical Evacuation)	11
11. Fire Safety Signs & Notices	11
12. Fire Warning System	11
13. Emergency Lighting	11
14. Firefighting Equipment	11
15. Maintenance	12
16. Method of Calling the Fire Service	12
17. Emergency Action Plan	13
18. Training	13
19. Action Plan – Record of Fire Safety Deficiencies	13
20. General Comments and/or Observations	13
21. Additional Hazards	14
 Appendix 1 – Fire Safety Management Plan	 15
Appendix 2 – Plan Drawing of Premises	16
Appendix 3 – Plan Drawing of Fire Alarm Zones	17
Appendix 4 – Emergency Action Plan	18
Appendix 5 – Emergency Action Plan on Display	19

Other Relevant Policies & Documents

- [Health & Safety Policy & Site Risk Assessment](#)
- [COSHH Policy and Procedures](#)
- [Terms & Conditions for Hiring The Chellington Centre](#)
- [Group Leader's Information Pack](#)
- [Group Leader's Agreement Form](#)

1	Premises Particulars	
Name and Address of Premises:	The Chellington Centre, St Nicholas Church Felmersham Road, Carlton, Bedford, MK43 7NA	
Use of Premises:	Residential and Day Youth Centre Private Hire by Friends/Family/Commercial Groups	
Employer	The Chellington Centre Company registration number: 08794342 Charity registration number: 1156511	
Persons in control of Workplace:	The Chellington Centre Chair of Trustees: Rachel Lesiter The Chellington Centre Manager: Debbie Holloway	
Telephone number	01234 720726	
Date of Last Risk Assessment	31 st March 2025	
Date of Next Review	31 st March 2026	
Name and relevant details of the person who carried out the last Fire Risk Assessment Name of the person who created the Fire Risk Assessment	Rachel Lesiter, Chair of Trustees with Firefighter representative from Harrold Fire Station Project Engineer on the Design & Construction of International Petrochemical Plants	

2 General Statement of Policy

The Fire Safety Risk Assessment has been prepared in accordance with The Regulatory Reform (Fire Safety) Order 2005 (FSO) and in consultation with the HM Government Fire Safety Risk Assessment Guides for Sleeping Accommodation and Small & Medium Places.

It is the policy of The Chellington Centre to protect all persons including employees, people who use our facilities and services, contractors, volunteers, visitors and members of the public from potential injury and damage to their health which might arise from work activities.

The Charity will provide and maintain safe and healthy working conditions, equipment and system of work for all employees and will provide such information, training and supervision as they need for this purpose.

The Fire Safety Action Plan at the end of this document forms part of the information pack for Group Leaders hiring The Chellington Centre.

Trustees, staff and volunteers all give a high level of commitment to health and safety to ensure the Centre complies with all statutory requirements.

Health and Safety is on the agenda of every board meeting of the company to ensure that all aspects of health and safety are always to the fore.



Rachel Lesiter
The Chellington Centre Chair of Trustees

Date
31/3/2025

3 Management Systems

The Fire Safety Management Plan can be found at Appendix 1.

The plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary, at least annually. The fire risk assessment will follow the five-step approach detailed in the HM Government fire safety risk assessment guide. The significant findings will be recorded.

Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly

1. Responsibility of the Chair of Trustees of The Chellington Centre

The Chair of Trustees has overall responsibility for Fire Safety Risk and the Health and Safety Risk at The Chellington Centre and will ensure that arrangements are in place to satisfy the Fire Safety Risk and the Health and Safety Regulations and appropriate Codes of Practice.

2. Responsibility of the Centre Manager of the Chellington Centre

Responsibility for ensuring that the arrangements outlined in this safety policy are carried out and updated as necessary, ensuring that routine checks are carried out and logged where required, including:

- 1) An annual assessment of the fire risks in the Centre and Herald Building, or more frequently if required, either as a specific exercise or as part of the health and safety risk assessments.
- 2) Provision of reasonable firefighting equipment and fire exit notices including a regular check that the firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
- 3) To check that a fire can be detected in a reasonable time and that people can be warned.
- 4) To check that people who may be in the buildings can get out safely including the provision of emergency lighting.
- 5) To check that those in the buildings know what to do if there is a fire.

3. Responsibility of all staff, volunteers and trustees

The Trustees and management of The Chellington Centre have responsibility to ensure that the health and safety policy, including fire safety risk, is implemented.

The Centre Manager or the delegated staff member will be responsible for ensuring any necessary work identified as part of the risk assessment process is carried out.

When necessary, the assessment will be updated in response to a particular need, otherwise will be reviewed annually.

4 General Description of Premises

The medieval church of St Nicholas in the parish of Carlton with Chellington, some eight miles north west of Bedford, was declared redundant in the early 1970's but support was given to use the building as a centre where young people could stay for short periods and experience life as a community.

A major refurbishment project was launched in 2002 to "breathe new life" into Chellington youth centre. This work was completed and The Chellington Centre, re-opened in September 2005.

The deconsecrated medieval church is the Main Building, a single-story stone building with a chancel (Winnie Hall Room), a tower (the lower part of which is now a kitchen) and aisles that have been converted to six partitioned bunkrooms. A stone extension was built onto the Main Building accommodating toilets/showers, fully accessible toilet, a seventh bunkroom and a study/lounge (Ibbett Room).

A second major addition, called the Herald Building, was completed in June 2022. The building is organised into three sections: A multi-use administrative space for the charity's staff and volunteers, washroom facilities (showers and toilet including a fully accessible washroom), and an unheated store room.

The ventilating equipment is housed in the belfry.

The Graveyard has been partially cleared for recreational activities. There is a gravel car park for coaches, cars and other vehicles.

Occupancy:	
Times the premises are in use:	24/7 as required
Total number of persons employed to work within the premises at any one time:	5
Total number of persons who may be on the premises at any one time:	The centre accommodates up to 66 people for an over-night stay or longer, 30 in bunk rooms, 6 in the Winnie Hall Room and 30 camping in Red Kite or the playing field. The centre can accommodate up to 120 for a day function, a concert or celebration event across the site and main hall
Size: (metres x metres)	Main Building 32 x 30. Herald Building 8 x 15m
Number of Floors:	Main Building: Ground floor with access to the machinery areas in the roof and belfry. Herald Building: Ground floor
Number of Stairs:	No stairs 2 steps up from the Main Hall into the Winnie Hall room

5 Fire Safety Systems within the Premises

The Fire Warning System, fully replaced in 2022, is integrated with the Intruder Alarm system and consists of heat, smoke and light beacons.

The system is controlled by a single panel in the Main Building Entrance Hall (Zone 1) and is monitored by Securi-Guard. The panel allows access to assigned keyholders using key fobs and manages the alarm from any of the following sources:

Main building:

- 5 'break glass' call points.
- 11 smoke/heat devices, eight with sounders
- 3 light beacons in toilet/shower areas
- 2 smoke/heat detectors are in the attic & boiler room

Herald Building:

- 2 'break glass' call points
- 3 smoke/heat devices with sounders and beacons
- The alarm panel receives input from the call points, smoke and heat detectors and sounds a loud siren warning of fire and the need to evacuate.

All Group Leaders are sent a Group Leaders Information Pack in advance of their stay that includes fire safety information and the Emergency Action Plan. At the Orientation, which takes place at the start of the Hire Period, the Duty Manager will show the designated Group Leader the location of the 4 Emergency Evacuation Fire Exits, extinguishers, red 'panic' points, read the following Emergency Evacuation Procedure statement and give them a copy of the Emergency Action Plan

Alarm Annual Maintenance	Daemon
Date of last service	March 2025

For School/Youth Group Camping: an air horn is provided to warn any who may be sleeping in tents. This is handed to the group leader on key handover.

There are beacon lights in the Shower/Toilet areas (Zone 1 and 6). These will flash if the alarm is triggered.

Emergency lighting

All areas are provided with maintained emergency lights. Please refer to the site plan in section 6 for the location of emergency lights.

Other

There is no sprinkler system.

6 Plan Drawing of Premises

See Appendices 2 & 3

7	Identify Fire Hazards
<p>Sources of Ignition</p> <p>Kitchen</p> <p>Machinery Rooms</p> <p>Herald Building</p> <p>Fridge</p> <p>Fan Heaters</p>	<p>Ignition sources include the Lighting, electrical equipment and office. Smoking and the use of naked flames is forbidden in the buildings.</p> <p>The cooking equipment is all electric - there is a hard-wired, 6 plate, double oven, a plugged-in plate/food warmer, a microwave, fridge, urn and freezer. A source of ignition is from a fault in the electrical system that is protected by an RCD and by suitably rated mini circuit breakers. There is no deep fat fryer.</p> <p>The machinery rooms associated with the heating systems are in the roof space above the boiler room (Zone 4), accessed from the corridor to the Ibbett Room (Zone 1) via a secured trapdoor and loft ladder, and in the Herald Building Store Room (Zone 5).</p> <ul style="list-style-type: none"> • Access is granted by the Centre Manager and is only made to relevant engineers • The only source of ignition is from a fault in the electrical system serving the machinery. <p>The electric system is protected by an RCD and by suitably rated mini circuit breakers.</p> <p>The Herald Building has a kettle, fridge and microwave for staff and volunteers</p> <p>There is a second fridge in between the bunkrooms by the old front door</p> <p>There are two 3-kilowatt fan heaters on manual timers in-built into the fixed seating with manual timers and appropriate signage with warnings for operation and due caution.</p>
<p>Sources of Fuel</p>	<p>Air Heat Source</p> <p>Air source heat pumps were installed into the Main Building in May 2014 and into the Herald Building in October 2021 to heat the buildings and provide domestic hot water.</p> <p>Heat for the heating system to the buildings and for the hot water systems is generated by three air source heat pumps, installed outside and between the two buildings and working in conjunction with two indoor hydro boxes, located in the Main Building Boiler Room (Zone 4) and one hydro box in the Herald Building Storeroom (Zone 5).</p> <p>Main Building: The two condenser pumps are in an enclosure outside, the hydro boxes are located in the boiler room (Zone 4) and all associated equipment is housed in the attic (in the extension, Zone 3).</p> <p>Herald Building: A single condenser pump is in an enclosure outside; the hydro boxes and all associated equipment are housed in the Storage Room (Zone 5).</p> <p>Charcoal</p> <p>Charcoal is used by groups for the Barbeque in the south garden. A Barbeque Procedure document is in place for group leaders.</p> <p>Small quantities of charcoal may be stored in the Herald Building Store Room.</p>

	<p>Combustible liquids Paints, petrol for the lawn mower and other inflammable materials are stored in a steel container in the Herald Building Storeroom (Zone 5)</p> <p>Oil-Filled Portable Radiators There are three plug-in oil-filled radiators made available to the group leader in colder weather as a back-up, at the Duty Manager's discretion.</p> <p>Furnishing: Materials such as curtains, mattresses and cushions are all fire retardant compliant with Ignition Source 5 regulation standards</p> <p>Wooden Logs There is a designated campfire area for a log fire in the south garden. Small quantities of logs and kindling may be stored in the Herald Building Store Room.</p> <p>The campfire is some 6 metres and the barbeque 8 metres from the stone exterior. Firewood is not stored in or near the main building. There are Campfire & Barbeque Procedure document for groups to follow if they are using the campfire or barbeque along with risk assessments.</p>
Sources of Oxygen	Sources of oxygen are the air
Work Processes	<p>All paperwork is stored away from electrics. A competent electrician maintains all the electrical equipment. All chemicals (C.O.S.H.H.) are stored in locked cupboard. All electrical items are PAT tested biannually. Waste bins are emptied nightly. Any moveable combustible items (i.e. not furniture) are kept a minimum of 1 metre away from sources of sparks e.g. electric mains board. All bunting, loose noticeboards/paperwork, chairs and storage are kept away from fire exit routes and points. Regular recorded checks are made for these issues.</p>
<p>Structural Features</p> <p>Main Building:</p> <p>Herald Building</p>	<p>The buildings are single story of stone and breeze/stone construction with solid floors and the pitched roof over the Attic Space (Zone 3) in the Main Building extension, accommodates the low loss headers feeding the underfloor heating manifolds, the domestic hot water tanks and booster pumps for the domestic water. The design is such as to keep the risk and spread of fire to a minimum.</p> <p>The oak-timbered roof supports are the part of the Main Building that are most susceptible to fire. In the case of the Main Hall, the Winnie Hall Room (Zone 2) and the Bunkrooms 1-6, the roof is high and protected from a floor level fire.</p> <p>The Bunkrooms 1-6 (Zone 2) have fire retardant mattresses.</p> <p>Roof over the Main Hall is stainless steel cladding that tends to limit the spread of fire to the exterior of the building.</p> <p>The Main Building 2005 extension is fire retarded by the choice of modern materials and the design. Again, it is the roof of the structure that is the most susceptible to fire, with plasterboard ceiling to wooden timbers in void. Light fittings are LED lighting alongside low-heat tungsten fittings.</p> <p>The other source of fire could be the Main Building kitchen (Zone 2) - there is firefighting equipment and a Fire Blanket to hand.</p> <p>The Herald Building, completed in 2022, is of conventional stone and concrete block construction with a steel-clad roof. Half of the front and rear elevations of the building are clad in Siberian Larch wood.</p>

	<p>Ground level floors are concrete block and beam except, the first high-level storage area floor is wood, supported on wooden joists.</p> <p>The roof is constructed using Zinc steel cladding, supported on timber rafters and purlins. There is an un-heated storeroom, with a fireproof cabinet for chemical and garden fuel storage. An electrical fault is the most likely cause of fire but all circuits are protected by mini circuit breakers and RCD's.</p>
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8	<h2>Identify People at Risk</h2> <p>Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:</p> <p>The Chellington Centre is used for residential and day events by a wide range of groups.</p> <p>At the welcome induction, the designated Group Leader is made aware of fire proceedings and emergency action to take in the event of fire and shown the location of the break glass points, emergency exits, fire extinguishers and assembly point as well as the fire evacuation corridors and exits. At this point, they will also sign the Group Leader's Hire Agreement to accept responsibility for the safety of their group. Group Leaders are also responsible for ensuring any electrical equipment brought to the Chellington Centre by their group members and used on site, is in good working order and used in a safe manner.</p> <p>Young people will always be under the supervision of their group leader or equivalent adult including those staying overnight. This is also the case for any other visitors including adults on courses or attending meetings.</p> <p>Voluntary workers will always be supervised by a member of staff or will be under the supervision of a group leader.</p> <p>Contractors are only allowed on site under supervision, and are signed in and out.</p> <p>The Centre Manager and staff sometimes work alone in the building (Lone Working procedure in place).</p> <p>People especially at risk</p> <p>SEN young people and adults alongside their carers. The hard of hearing and blind users.</p> <p>Group Leaders are advised to have a buddy-system in place to assist any wheelchair users or persons who may need additional physical or mental support in the event of an emergency. Group Leaders are reminded of this by the Duty Manager in the welcome/induction.</p> <p>The Centre staff are trained in the action to take on discovering or being advised of a fire.</p> <p>It is anticipated that a fire in either of the buildings would be a slow growth fire of the timber in doors and roof and would be noticed in time to extinguish the fire or exit the building. It is expected that everyone would evacuate the building before any escape route became untenable.</p> <p>The Fire Service at Harrold can be on-site within 10-15 mins. The Harrold Fire Service team are very familiar with The Chellington Centre buildings and site.</p>
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9 Means of Escape – Horizontal Evacuation

There are 4 fire exits of adequate width to allow the premises to be evacuated safely in the event of a fire. All exits are kept clear and easy to open. There are clear signs indicating where the fire exits are. All exit routes on the ground floor are suitable for wheelchair users except outside the Ibbett Room fire exit where there are two steps down. The closest exit in this instance would be the Garden exit where a paved ramp leads to grass.

If the alarm is sounded, it is always assumed it is a real emergency situation and the premises will be evacuated. In the case of a real fire, staff, volunteers and group leaders have all clear instructions to follow the emergency procedure.

10 Means of Escape – Vertical Evacuation

The buildings are single story

11 Fire Safety Signs and Notices

There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment is adequately signposted.

12 Fire Warning System

There are adequate break glass points in which to sound the alarm.
There are adequate smoke detectors

13 Emergency Lighting System

Emergency lights are installed in the building to meet legal requirements. The locations are shown on Appendix 2 drawings included in this document.

All lights are checked as part of a maintenance schedule in accordance with legislative requirements and all checks are logged.

14 Fire Fighting Equipment

Sufficient fire extinguishers and blankets are kept in the following locations:

Main Building

Exit from the main hall	1 CO ₂ and 1 water
Kitchen	1 CO ₂ and 1 Fire blanket
Entrance Hall	1 water
The Ibbett Room	1 CO ₂ and 1 water
The Boiler Room	2 CO ₂

Herald Building

Admin Room	1 CO ₂ and 1 water
Storeroom	1 CO ₂ and 1 foam
Camping (when active)	2 foam (water), in weatherproof cabinets

Date of last inspection by the Fire Service	31 st March 2025
Hydrant Equipment Annual Service	T & J Fire (see contractors in Site Risk Assessment)
Last service date	8 th July 2024
Have staff received adequate training	Yes
Are there notices stating the action to be taken in the event of a fire	Yes

- The fire extinguishers and blankets are checked every month by staff to ensure that they are in place and have not been discharged. They are checked and inspected annually by a specialist contractor.
- There is sufficient firefighting equipment correctly located in both buildings for the size and use of the building
- All equipment is of proprietary manufacture
- In the main building all extinguishers are wall mounted

15 Management - Maintenance

1	Is there a maintenance programme for fire safety provision?	By the Centre Manager & Assistant Managers Recorded in the Fire Safety Log book	Yes	
2	Are regular checks of fire resisting doors, walls and partitions carried out?	By the Centre Manager or Assistant Managers prior to all lettings or weekly	Yes	
	Are regular checks of escape routes and exit doors carried out?	By the Centre Manager or Assistant Managers		
3	Are regular checks of fire safety signs carried out?	By the Centre Manager or Assistant Managers	Yes	
4	Is there a maintenance regime for the fire warning system?	Weekly tests by the Centre Manager or Assistant Managers	Yes	

5	Is there a maintenance regime for the emergency lighting system?	Weekly tests by the Centre Manager or Assistant Managers Annually, by contractor & recorded	Yes	
6	Is there maintenance of the firefighting equipment (by competent person) and condition checks?	Condition checks by the Centre Manager or Assistant Managers Annually by a contractor & recorded	Yes	
7	Are records kept and their location identified?	All aspects are recorded and kept by the Centre Manager or Assistant Managers in the locked Reception cupboard	Yes	

16	Method of Calling the Fire Service
The emergency plan is attached – see Appendix 3	

17	Emergency Action Plan (Eap)
Attached – see Appendix 3	

18	Training
<p>Training is arranged by The Chellington Centre Charity for those for whom it is necessary.</p> <p>The Centre Manager and Assistant Managers are fire safety trained every year.</p> <p>Fire Warden trained biannually on top of fire safety training.</p>	

19	Fire Safety Deficiencies to be Rectified		
Detail of action to be taken.		Date to be Rectified	Date Rectified

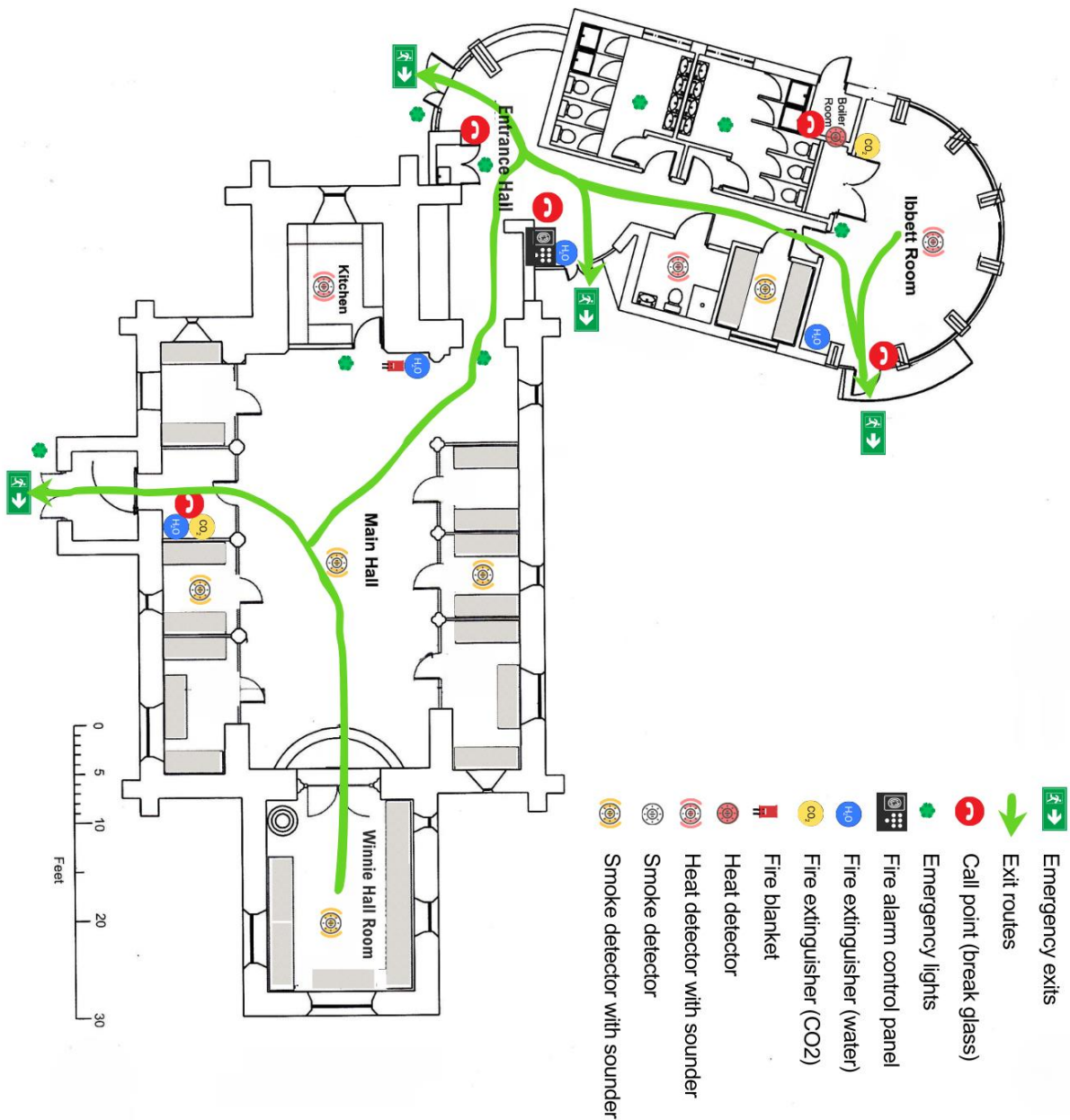
20	General Comments and/or Observations	
Item	Control Measure/Action	Date Completed
Extra care needed in summer months around the campfire	Add a second bucket and a portable water fire extinguisher to Campfire package and procedure	
Relocation of Assembly Point from top of car park to games field to keep access clear for emergency vehicles	Change Assembly Point sign to an arrow pointing to the games field Change location description on Fire Action Plan from TOP OF CAR PARK to GAMES FIELD	
Velvet curtains in old entrance	Consider removing curtains to reduce potential for obstructing clear exit	
Improve fire response in office	Install an alarm break point in the office	
Fire Exit route via the old entrance	Improve design of benches in the old entrance to ensure food/drink supplies are not stored by groups under the benches, potentially impacting on the fire exit route	

21	Additional Hazards
None at this time	

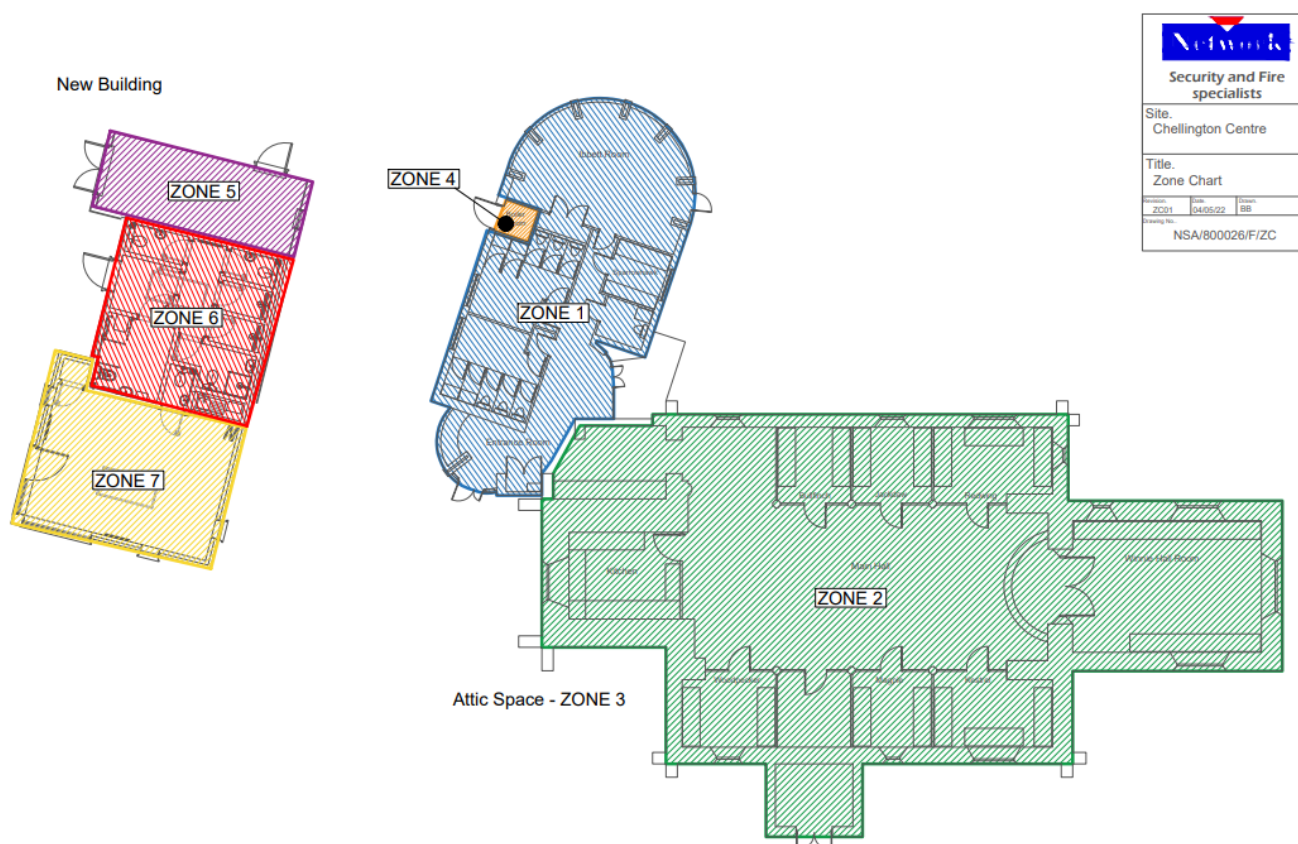
Appendix 1 – Fire Safety Management Plan

Fire Safety Plan Person with overall responsibility for fire safety	Responsible person: Rachel Lesiter Position: Chair of Trustees
Fire Risk Assessment Persons responsible for carrying out and review	Responsible person: Rachel Lesiter Position: Chair of Trustees Responsible person: Debbie Holloway Position: Centre Manager
Maintenance Programme <ul style="list-style-type: none"> • Maintenance of fire safety provisions • Fire Alarm • Emergency lighting • Firefighting equipment • Escape routes • Fire safety signs/notices 	Responsible person: Debbie Holloway Position: Centre Manager
Emergency Action Plan Person responsible for production and review, and updating	Responsible person: Debbie Holloway Position: Centre Manager
Staff Training Person responsible for: <ul style="list-style-type: none"> • Fire safety training for all staff • Implementing fire drills 	Responsible person: Debbie Holloway Position: Centre Manager

Appendix 2 – Plan Drawing of Premises



Appendix 3 – Fire Warning System Zones



- ZONE 1:** Main building extension including reception area, corridor, washrooms, Sparrowhawk bunkroom & Ibbett Room
- ZONE 2:** Main Hall, kitchen, Winnie Hall Room
- ZONE 3:** Attic Space
- ZONE 4:** Boiler Room
- ZONE 5:** Herald Building Store Room
- ZONE 6:** Herald Building Washrooms
- ZONE 7:** Herald Building Admin Space

Appendix 4 - Emergency Action Plan

What to do in the case of a fire

Assembly Point

- Games field

Action on Discovery of Fire

- Sound the alarm using the nearest fire alarm call point
- Leave the building by the nearest exit
- Do not re-enter the building
- Report to the assembly point
- Call the fire service on 999 by mobile phone (after leaving the building)
- Liaise with the fire service on their arrival
- Only attempt to tackle small fires if confident to do so
- Do not put yourself at risk

Action on Hearing Alarm

- Leave the building by the nearest exit
- Report to the assembly point
- Senior staff/person most responsible to check there is definitely a fire
- If there is a fire, call the fire service on 999 by mobile phone (after leaving the building)
- Do not re-enter the building
- Liaise with the fire service on their arrival
- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with evacuating the building as necessary

Group Leaders / Private Hirers

- Follow all instructions as above
- After calling 999, please call the On Call Duty Manager on 01234 720726 to let them know
- Take a register of all your Group Members

Disabled and Less Able-Bodied People should be given every assistance during the evacuation procedure to exit the building to the fire assembly point.

All staff and volunteers should familiarise themselves with the escape routes and ensure these are kept clear and unobstructed. A drill will be held at least twice per annum involving all paid staff and (as far as possible) all regular volunteers.

Appendix 5 – Emergency Action Plan on Display



Fire action

If you discover or suspect a fire



1

Sound the alarm by operating the nearest fire alarm call point (red boxes)



2

Dial 999 to call the fire service

Give the operator your telephone number and ask the operator for the Fire Service. When the Fire Service reply, distinctly say:

“FIRE AT THE CHELLINGTON CENTRE, FELMERSHAM ROAD, CARLTON, MK43 7NA”

They will also ask for The Chellington Centre phone number: **01234 720726**



3

Leave the building by the nearest available exit



4

Go to the assembly point at GAMES FIELD

If you are the **GROUP LEADER**, take a register

Keep group away from driveway for any emergency vehicles



5

Do not stop to collect personal belongings