



Fire Safety

Guide to fire safety

Introduction

It is the responsibility of The Melting Pot staff to ensure the safety of all users of our space.

The purpose of this guide is to ensure that all users of the space are fully aware of everything related to fire safety in The Melting Pot, ranging from our evacuation procedure to equipment and accessibility.

Users of The Melting Pot that have 24/7 access required to attend further training which will cover what to do in the event of an emergency when there isn't a Host available.

Fire marshalls

All hosts will have received up-to-date training from the Fire Marshall. The responsibility of a Fire Marshall is to ensure that all fire safety information is kept up to date, and that all new staff and clients are made aware of what to do in case of emergency. The Melting Pot's Fire Marshall is:

Phillip Reid phillip@themeltingpotedinburgh.org.uk

What are my responsibilities?

First and foremost, YOUR safety takes number one priority. Your responsibilities are:

- To ensure that you and your guests/team are aware of the emergency evacuation procedure.
- That you make sure you and your guests/team sign in and out clearly, and legibly if signing in on paper.
- To inform staff of any accessibility issues you or your guests/team may have.

Potential hazards

There are a number of potential fire safety hazards which we need to be aware of:

Sources of heat

- Overloaded power sockets
- Faulty electrical equipment
- Blocked fire escapes
- Electrical equipment left on overnight
- Liquids sitting near or beside power supplies
- Kitchen equipment

Flammable materials

- Paper/cardboard recycling bins
- General waste bins
- Solvents (i.e. deodorant, hair spray)

Restrictions

- Blocked fire exits, including maintenance work
- Blocked dry risers
- Damaged fire safety equipment

Fire fighting equipment

You are in no way obligated to fight a fire; your safety comes first. However, this is a guide to the different types of fire extinguishers, what their purposes are, where they are located and how to use them.

Fire extinguishers

Foam fire extinguisher

There are 2 foam fire extinguishers in the building; 1 is located at the fire escape next to the Platform toilets, another 1 is located at the fire escape in the ground floor kitchen.

Foam fire extinguishers can be used on wood, paper, textiles and flammable liquids – NOT electrical or metal fires.

CO2 fire extinguisher

There are 6 CO2 fire extinguishers which you can gain access to:

- At the Platform entrance
- Executive Boardroom fire escape.
- Beside the reception in the Commons
- At the fire escape in the ground floor kitchen
- Beside the Basement fire escape
- At the Basement kitchen

CO2 fire extinguishers can be used on electrical and metal fires.

Water fire extinguisher

There are 4 water fire extinguishers in the building;

- At the Platform entrance.
- Executive Boardroom fire escape.
- Beside the reception in the Commons.
- Beside the Basement fire escape
- At the Basement kitchen

Water fire extinguishers can be used on organic materials such as wood, cloth paper and plastics – NOT electric or metal.

Powder fire extinguisher

There is 1 powder fire extinguisher located in the store cupboard of the ground floor kitchen. This door is often kept locked with the key in the door.

Powder fire extinguishers can be used on textiles, flammable liquids, metal, gas, and electric fires.

Using the fire extinguishers

- Remove the plastic tamper proof tag from the handle
- Pull the pin out from the top of the fire extinguisher
- Aim the nozzle towards the base of the fire. **If you are using the CO2 extinguisher, keep your hand away from the cone shaped end of the nozzle as this will get very cold and potentially cause freeze burn**

- Slowly squeeze the levers together and spray the contents of the extinguisher on the base of the fire and slowly make your way along the direction of the fire
- If the fire looks beyond control please do not attempt to fight it. Evacuate the building immediately

Please note that the water fire extinguisher is very heavy. If you are unable to comfortably lift it please do not attempt to fight the fire as you will be putting yourself and others at risk.

Fire blankets

There are 2 fire blankets in TMP; 1 in the ground floor kitchen and 1 in the Basement kitchen.

Fire blankets are to be used for small kitchen fires (i.e. saucepan).

Using the fire blankets

- Firmly pull the 2 tabs hanging out the top of the casing to release the fire blanket
- From a safe distance, carefully place the blanket over the fire
- Ensure the fire is completely covered to prevent any oxygen getting in
- Turn off the heat/power source and leave the blanket until cool

You must notify TMP staff immediately if you use any fire fighting equipment or if you notice any damages, so we can arrange for them to be replaced.

Other protection

Fire doors

Each door leading to a fire exit in the building are fire doors and are designed to prevent the fire spreading for up to 30 minutes. Fire doors must not be kept open for long periods of time.

Emergency evacuation procedure

The Fire Marshall will arrange a regular fire alarm test and will notify everyone when this has been set up. In the meantime, if you hear the fire alarm (continuous siren) please treat it like the real thing.

- If you spot a fire, please make everyone aware immediately. Sound the alarm by breaking the glass at the nearest/safest call point located at both fire exits on all

floors. The fire alarm will automatically notify IQ Fire & Security who will contact the fire department.

- Make your way down the nearest/safest fire escape. Fire escape routes are clearly signposted with green sign.
- **Do not sign out.**
- Venue hire clients have been made aware of the fire evacuation and should be able to safely evacuate to the assembly point. They will also have an up to date delegate list.
- Hosts will check all areas of the building and ensure that there is nobody left on our floor. Including toilets, meeting rooms and kitchen areas.
- Everyone should meet at the assembly point at the car park just uphill from the building, where a Host will conduct a roll call.. If there is someone not accounted for, please let the fire brigade know straight away
- Do not enter the building unless you have been advised that it is safe to do so.

Accessibility

Generic Emergency Evacuation Plan

The purpose of a Generic Emergency Evacuation Plan (GEEP) is to enable visitors of the building with restricted mobility or those who may not be able to evacuate the building unaided to become familiar with the layout, evacuation procedures, available equipment and communication devices.

The GEEP can be found in the red fire safety folder on the Host Desk and in the “Useful Documents” section of the Members Portal.

Personal Emergency Evacuation Plan (PEEP)

A PEEP is a personalised evacuation procedure which a Host will discuss with anyone using the space. If your accessibility requirements were to change please speak with a Host asap.

Buddy system

A Host will create a PEEP for regular users of the space, however if there is an emergency where there is not a Host available, we have developed a “buddy” system.

Some users’ access issues may just mean that it will take them slightly longer to get down the stairs, so what we propose is that they wait until everyone else has started to make their way out of the building and then slowly make their way down the nearest/safest exit. This can be quite daunting, especially in an emergency, so given the community nature of The Melting Pot, we would like to encourage any members to offer themselves as a “buddy” to any coworkers that are having difficulty and walk down alongside them. This does not need to be pre-allocated (although it can be); we simply want to raise awareness of this process among members so that in the event of an emergency anyone in a position to act as a “buddy” can do so.

All fire exits are designed to delay the spread of fire for up to 30 minutes.