

Stoke-on-Trent South

Addendum 1 to “Guide For Group Leaders”

Fire Safety Procedures

During 2023/24 all group leaders were issued with a copy of a new “Guide” prepared by the committee. It remains the intention of the committee to issue extra guidance as and when necessary. This situation has now arisen regarding fire safety issues.

During July 2024, the fire alarm sounded unexpectedly at Longton Central Hall. Although it was a false alarm, the committee was nonetheless concerned that a future sounding could impact on those u3a groups in attendance.

The committee therefore requests that group leaders become conversant with the following fire safety procedures, which apply to all venues:

- Ensure all smoke and fire stop doors are kept closed when not in use.
- Be aware of the fire exit routes, and where fire-fighting equipment is located.
- Inform group members of the safety procedures, including where to congregate in the event of a fire alarm.
- Ensure appropriate procedures are in place to assist members, who have mobility issues, during a fire evacuation.
- Persons should be nominated to check the toilets during an evacuation.
- Take a roll-call at the agreed congregation point.

Since more than half of branch activities take place at Longton Central Hall, additional specific information is provided in respect of this venue.

- There are arrows throughout the building pointing to the fire exits.
- There are two fire exits, the first exit is via the gated day-entrance, and the second is to the rear of the building.
- Everyone should congregate on the Tesco Car Park, outside the “Next Store,” no matter which exit has been used.

The arrangements described above are of course essential for everyone’s safety, and are also statutory requirements.