



CYNGOR TRÊF **GORSEINON** TOWN COUNCIL

Town Clerk:

David Walters Ty Newydd Community Centre, 17 West St.,
Gorseinon, Swansea SA44AA

Tel: 07510 259678 / 07841 580604 **Email:** clerk@gorseinontowncouncil.gov.uk
www.gorseinontowncouncil.gov.uk

FIRE SAFETY POLICY & MANAGEMENT PLAN

Author:	Clerk
Status	Approved
Approved	February 4th 2026
Next Review Date	February 4th 2026

Premises: Ty Newydd Community Centre

Location: 17 West St., Gorseinon, Swansea SA4 4AA

Responsible Person: Gorseinon Town Council as owner.

1. **Statement of Intent**

Gorseinon Town Council is committed to ensuring the safety of all staff, volunteers, visitors, and contractors from fire risks. This policy outlines the fire safety arrangements, responsibilities, and procedures to comply with legal obligations and protect life and property.

2. **Fire Safety Responsibilities**

Responsible Person: Gorseinon Town Council is legally accountable under the Fire Safety Order.

Deputy Responsible Person(s): Clerk to Gorseinon Town Council.

Fire Wardens: Clerk to Gorseinon Town Council.

Maintenance Personnel: – Lighthouse Electrical Ltd Fire Alarms.

Electrical Safety Inspections – Lighthouse Electrical Ltd Fire Alarms.



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3. Fire Risk Assessment

A comprehensive Fire Risk Assessment must be conducted and reviewed annually or after significant changes.

Assessment includes:

- Identification of fire hazards
- Evaluation of risks to people
- Measures to reduce or eliminate risks
- Emergency evacuation procedures

4. Fire Prevention Measures

No smoking policy throughout the premises
Safe storage of flammable materials
Regular inspection of electrical appliances
Clear access to fire exits and escape routes
Fire doors kept closed and unobstructed

5. Fire Protection Systems

Fire Alarm System: located in entranceway. Emergency Lighting: Installed in all escape routes

Fire Extinguishers: Located at key points in Ty Newydd Community Centre.

- 1 x CO2 Fire Ext. Ground floor Main meeting room entrance.
- 1 x Hydro Spay Fire Ext. Hallway between ground floor main room and kitchen.
- 1 x CO2 Fire Ext. Kitchen wall.
- 1 x Foam Fire Ext. Entrance porchway outside Front office
- 1 x Fire Blanket Kitchen
- 1 x CO2 Fire Ext. Inside small front room.
- 1 x Foam Fire Ext. Entrance porchway outside Front office



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- 1 x Foam Fire Ext. basement fire exit.
- 1 x Foam Fire Ext. basement main room.
- 1 x CO2 Fire Ext. basement fire exit to rear of building.

Signage: There are clear fire exit signs and instructions around the Centre.

6. **Maintenance Programme**

Weekly fire alarm tests

Monthly emergency lighting checks Annual servicing of fire extinguishers

Regular inspection of fire doors and escape routes Logbook maintained for all checks and servicing

7. **Training and Drills**

Induction Training: All staff and volunteers receive fire safety training Refresher Training: Annually or after changes

Fire Drills: Conducted at least twice a year

Evacuation Procedures: Practiced and reviewed regularly

8. **Emergency Action Plan**

Raise the alarm

Evacuate the building via nearest exit

Assemble at designated point: Outside Bethel church, next door to Ty Newydd.

Call 999 and report the fire

Fire wardens to check all areas and assist vulnerable persons



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9. **Coordination with Other Users**

The Centre is used by multiple groups, fire safety responsibilities must be clearly communicated and coordinated. Each group must be aware of evacuation procedures and fire safety equipment.

10. **Review and Audit**

Annual review of the Fire Safety Policy & Management Plan Update after any incident, refurbishment, or change in use

External audit recommended every 3 years