

Bristol Astronomical Society
Failand Observatory:
Fire Safety Procedure for Observing Sessions for external groups or the public.
Version 3

Safety is the overriding concern at these sessions. A risk that might be acceptable to you when working at home is NOT acceptable when running an observing session for guests.

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Fire Procedure

Action in the event of a fire

- The person discovering the fire will shout "FIRE" in a loud voice.
- The Society member operating Cyril will evacuate the dome in a calm orderly manner.
- The Fire lead will
 - Assess the situation
 - Keep everyone calm,
 - Direct people to the area behind the gate to the track on the Weston Road
 - Check for injured or trapped people
 - Account for everyone using the visitor control sheet.
 - Control exit by cars to be able to quickly clear access for fire engines.
- The emergency contact lead will call the fire brigade and wait for them by the gate to the Weston Road.
- The Cyril Operator and other members may tackle the fire if it is safe to do so with the fire extinguishers mounted in the dome.
- The observing session will not resume until the Fire Brigade give the OK.

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Circumstances may dictate variation to this procedure but the overriding principle is

- Clear the site in a calm orderly manner
- Call the emergency services
- Check that everyone is safe and clear
- Tackle the fire if it is safe to do so.

Observing Session Start Checks

The session organiser will

- Allocate the Fire Lead, Emergency Contact, and Cyril Operator, roles and check that role holders have working white torches.
- Check the emergency contact's mobile for battery level and signal strength.
- Check the fire extinguishers, and that role holders have read the instructions on the extinguishers
- Move anything from under the dome floor
- Move the visitor control sheet to the NW corner of the 18" shed.
- Check the observatory location notice is on the hook on the door
- Make sure there is no obvious fire hazard on the observatory site.

Observing Session Operation

The session organiser will ensure that

- All visitors complete the visitors control sheet.
- Scopes and extension leads are used safely.
- Cars don't block the farm track.

The Cyril operator will restrict dome occupancy to the specified limit.

Observing Session Close checks

The session organiser will;

- Put all fire equipment back in its place
 - Location notice on the door
 - Torches on the hook
 - Fire extinguishers on their hooks
- Check the torch batteries and replace if necessary
- Check there are fresh batteries in the tin – notify the observatory director if not.

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- Make sure that nothing is stored in front of the extinguishers or fire blanket.
- Destroy the visitor attendance sheet if there is no lost property to return.
- Turn off all power

Reference information

Applicability

This procedure is mandatory for observing sessions that are open to the public or external groups. For these events, failure to follow this procedure may invalidate the Society's public liability insurance for the session and leave the session organiser personally responsible for fire damage, death, or injury, of visitors.

Society members are advised to implement as much of this procedure as practicable when making personal use of the observatory. Failure to do this may invalidate the Society's public liability insurance and leave the member responsible for damage to adjacent property.

Society members must leave the fire fighting equipment in serviceable condition and in the correct place, and must report any defects or missing equipment as a safety incident.

Staffing Levels

If the dome is open to visitors

Minimum of 3 fire safety roles: Fire Lead, Emergency Services Contact, and Cyril Operator.

If the visitors are from a group with a suitable formal structure such as Scouts, Guides, or Schools, some fire safety roles may be taken by the visiting groups leaders. If this is done it must be by written or emailed prior agreement with the visiting organisation and the BAS safety officer.

Allowable variation to the procedure

If something is found to be non compliant during the pre session checks, the session lead may judge that it is safe to continue the session.

If this happens

- The reasoning must be explained to all visitors and recorded in the observing log.
- Reasonable steps must be taken to compensate for the non compliance.
- A safety incident report must be sent to the BAS safety officer.
- If the non compliance relates to equipment the Observatory Director must be informed and the problem resolved.

Sessions must be planned to be compliant with this procedure.

Variation must be an exceptional occurrence.

The non compliance must be minor for example

One Fire extinguisher not working.

The bright torches not functioning and having to use a members personal torch.

One or two members failing to turn up so the fire roles have to be assigned to visitors.

Fire Extinguisher Checks

There must be free access to all fire extinguishers and the fire blanket.

Going round from the steps in a E->S>W direction.

Fire Blanket

The fire blanket is in the container and the tapes hang free.

CO2 Extinguisher

The red tag is in place .

Dry powder extinguisher

The pressure gauge is in the green zone

Foam extinguisher

The red tag is in place and the pressure gauge is in the green zone.

Dome Occupancy

No more than 6 observers are allowed in the dome at any one time.

Recording Visitors

One visitor from each group that attend should be asked to write their name, phone number, and number in their group, on the Attendance Control Sheet when they arrive, and enter the time when they leave.

In the event of a fire, the attendance control sheet will be used to account for all visitors.

Fire Meeting Point

The area just inside the Gate to the Weston Road B2139.

Leaving the site in the event of a fire

If the emergency services have been called at least two Society Members must stay on site until they arrive and the emergency services agree to you leaving.

Others can go

If it is safe to do so

After being recorded as safe in the visitor control book.

In an orderly manner without impeding access for the emergency services. There should be no more that 3 cars queuing to get out of the gate at any one time.

Reporting Fire Incidents

The Landlord, Chairman and Observatory Director must be informed and given a report as soon as practicable after the incident.

Change Control

Changes to this document must be approved by the committee of the Bristol Astronomical Society

Document Date	Acceptance Date	Version	Notes
2013-02-20		1.0	Draft for limited comment
2013-02-24		1.1	Submitted to the BAS committee of 2013-02-27 Incorporated comments and experience from testing the escape procedure. + minor amendments presented at the meeting
2013-03-10		2	Incorporating revised fire risk assessment by Alan McCarthey
2013-08-21	2013-07-30	3	Incorporating changes made at the committee meeting of 2013-07-30 where the modified document was accepted