

QE2 Activity Centre Fire Safety Policy

Statement of Intent

This fire safety policy has been prepared to ensure that the risk from fire will be managed in compliance with The Regulatory Reform (Fire Safety) Order 2005. This policy aims to prevent fire incidents occurring, to initiate prompt and effective action in the event of an incident and to ensure that employees, contractors, visitors and others who may be affected by the activities of the organisation can be safely and quickly evacuated.

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

Organisation (People and Their Duties)

The **Responsible Person** (RP) is the Chair of the Management Committee of QE2 Activity Centre.

It will be the responsibility of the **RP** to see that a Fire risk assessment is carried out; consider who may be especially at risk; get rid of, or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any remaining risk; to take other measures to make sure there is protection if flammable or explosive materials are created or stored; create a plan to deal with any emergency and keep a record of findings; and to review findings when necessary.

It will be the responsibility of the **Centre Manager** to

- provide the RP with information necessary to carry out his duties;
- to appoint a Fire Risk Assessor to carry out an assessment;
- to provide FRA with information required to carry out RA;
- to monitor management of risk and general fire precautions;
- maintain emergency plan;
- monitor training and
- monitor maintenance of fire fighting equipment.

It will be the responsibility of the **Activities Manager** to assist in the drawing up of policy, procedures and emergency plans; identify training needs; carry out maintenance checks.

Where appropriate equipment checks will be carried out in-house; in addition Main Centre fire alarm servicing will be carried out; extinguishers & fire blankets will be checked annually. Fire Risk Assessment carried out by John Weston, NEBOSH National Certificate in Fire Risk Management, Southern Fire Protection

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Arrangements

A suitable and sufficient fire risk assessment has been prepared, will be regularly reviewed (annually, or following material changes in buildings or working practices), and any significant findings acted upon.

Smoke detection systems are fitted in the Main Centre building, all cabins, Gold and GreenHouse buildings and staff room.

Fire fighting equipment is provided in the Main Centre building, all cabins, day service buildings, staff room and stable area.

All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be tested and maintained in accordance with the relevant code of practice (see **Appendix 1**)

An emergency information folder will be maintained and kept in the main Centre office containing information on keyholders, utility shut offs, etc will be made available to emergency services (**Appendix 2**)

A 'No Smoking' policy is in place throughout the site.

A suitable and sufficient fire emergency plan has been prepared and will be regularly reviewed (**Appendix 3**). The plan will be practiced by the regular carrying out of fire drills.

QE2 Activity Centre will have a nominated person responsible for the coordination of evacuation procedures. Manager, if unavailable, most senior member of staff on site.

All permanent full time staff will be trained to satisfactorily carry out:

- The fire emergency plan;
- Regular fire drills;
- Any other necessary actions to comply with the Fire Safety Order.

Employees and groups of participants will be provided with comprehensible and relevant information regarding:

The significant findings identified from the risk assessment;

Any other notification of risk by other employees;

The preventative and protective measures;

The fire emergency plan;

The identities of persons nominated to carry out the duties of the responsible person.

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The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.

When outside contractors are engaged to work within the premises, Contractors will be made aware of the fire safety procedure and what they are to do in the event of a fire (**Appendix 4**). Where the means of escape is likely to be affected by the works, a specific fire risk assessment will be carried out to assess any compensatory features necessary.

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.

Signed



Wayne Irish,
Chair of the Management Committee
QE2 Activity Centre
River Hamble Country Park
Pylands Lane
Hedge End
Southampton
SO31 1BH

Date: 25 November 2022

Appendices

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Appendix 1

Inspections

Daily Inspections (Carried out by QE2 Staff)

Fire Panel

Check the power light is on, this indicates normal operation.

Log any faults and check that any faults from the previous day are fixed.

Emergency Lighting

Every maintained emergency light is lit.

Any fault logged and action taken.

Escape Routes

Ensure all escape routes are unlocked and clear.

Weekly Inspections (Carried out by QE2 Staff)

Portable Fire Extinguishers

Check all fire extinguishers are in the correct place.

Check all fire extinguishers are in good condition and haven't been discharged.

Fire Alarm System

Check that the fire alarm can be activated by call points, testing all call points

Log any faults and arrange for them to be rectified.

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Monthly Inspections (Carried out by QE2 Staff)

Emergency Lighting

Simulate a power failure to the lighting circuit.

Check all emergency lights are lit.

Log any faults and take action to solve them.

Turn power back on and check that indicator lamps are lit (green or red)

Fire Exits

Check that Fire Exit doors open easily.

Ensure they aren't blocked in any way.

Log and take action to solve any faults

Six Monthly Inspections

Fire Alarm System and Emergency Lighting System

(Carried out by Southern Fire Protection Ltd)

Turn off power to emergency lighting circuit and allow batteries to discharge fully to ensure battery life is maintained, then recharge.

Any faults to be logged and action taken to solve them.

Report obtained

Fire Doors

Fire Doors should be inspected, ensuring they open and close properly.

Heat activated seals and smoke seals are undamaged.

Yearly Inspection

Fire Extinguishers and fire blankets

(Carried out by Southern Fire Protection Ltd)

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Appendix 2



QE2 Activity Centre

Address: River Hamble Country Park
Pylands Lane
Hedge End
Southampton
SO31 1BH

Grid Reference: OS SU495112

What3words: idea.loaded.defeat

Telephone: 023 8040 4844

Access Details

Fire engine able to access most of the site. Parking in close proximity to main Centre, day service buildings, storage sheds (stables) and within 150 meters of cabins.

Key Holders:

| <i>Name</i> | <i>Position</i> | <i>Contact</i> |
|-------------|--------------------|----------------|
| Phil Oates | Manager | 07722 255389 |
| Kerry Lees | Activities Manager | 07762 112229 |

Keys to all buildings from key holders. Keys to vehicles onsite held by the owner, no vehicles owned or operated by the Centre.

Buildings:

Main Centre Building - Single storey barn type building with timber clad breeze block extension.

5 x "A" frame cabins - Two storey, but ground floor only used for day services.

Staff Room - Single storey, only occupied during working hours.

Gold - Single storey, timber frame, single access door. 1 main room with kitchen, 1 toilet and 1 sensory room. Non residential.

GreenHouse - Single storey, timber frame, front and rear access, 1 main room, 1 kitchen, toilets, utility and class room. Non residential.

Stables - Used for storage, No horses on site. Timber construction, L shaped, two rows of 3 stalls

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Utility shut offs (See Map)

Gas

Bulk LPG tanks located between the Main building and GreenHouse, provide gas for GreenHouse and Gold boilers, and Sports Hall heating. Emergency shut off valves on buildings and gas tanks.

Electrical – fuse boxes

Main Centre - fuse box is located in the equipment room, the key to this is in the key press in the office. There are three fuse boxes one turns off zone 1, one turns off zone 2 and one turns off the staff room.

Cabins - Power can be turned off to all cabins at the main fuse box in the small brick hut behind Cabin 1, see site map for location.

Cabins all have a fuse box and the power for each cabin can be turned off at these. (see floor plan for locations)

GreenHouse has its own fuse board which is located in the front corner of the main room. Power can be turned off to the GreenHouse from the Main Centre fuse board.

Gold has its own fuse board which is located in the cupboard in the kitchen (Code C1234Y)

Stables have a fuse board located in the right hand end stable, power can also be turned off to the stables from the main centre fuse board.

Water

Main Centre - Turn off in equipment room near door. Requires a spanner. Turns off Gold, GreenHouse, Stables and Staff Room.

Cabins - In the bathroom of the individual cabin or to all cabins under the man hole cover at the back of cabin 1.

Place of refuge

If there is a fire in one of the buildings onsite during operational hours, clients will be moved to an alternative location until they are able to leave site.

Animals

The stables are used for storage, there are no horses on site



MAIN CENTRE FIRE PROCEDURE

On hearing the Centre fire alarm:-

- Escort or direct group to the Fire Assembly Point
- Go to the fire panel in the reception of the main building
- Duty Fire Marshal will direct staff accordingly

As directed by the Duty Fire Marshall and without putting themselves at risk

- 2 to check the possible location of the fire
- 2 to sweep the building as directed by Duty Fire Marshal
- At the fire assembly point check that everyone is accounted for including visitors and staff.

If it is a false alarm reset the fire panel, let the system check the building and return to groups / sessions.

If a fire is discovered -

If you feel it is safe to do so, attempt to extinguish the fire with the equipment provided

If the fire cannot be extinguished with one extinguisher:

- Leave the building, closing doors as you go.
- Call the fire service
- Meet with the groups at the Fire Assembly Point, if appropriate move them inside elsewhere on the site.

- Do not return to the building for any reason.
- Do not attempt to put the fire out unless you feel it is safe to do so, fire equipment is provided to aid your exit from the building.
- Do not try to recover belongings from the building



DAY SERVICE FIRE PROCEDURE

On hearing the fire alarm -

- Alert other responsible adults *Get help from others if available*
- Duty Fire Marshal will direct staff accordingly
- Escort or direct group to the Fire Assembly Point

without putting yourself at risk

- check the possible location of the fire
- sweep the building as appropriate
- At the fire assembly point check that everyone is accounted for including visitors and staff.

If it is a false alarm reset the alarm, let the system check the building and return to groups / sessions.

If a fire is discovered -

- If you feel it is safe to do so, attempt to extinguish the fire with the equipment provided *Only attempt to put the fire out if it is not a major hazard*

If the fire cannot be extinguished with one extinguisher:

- Leave the building, closing doors as you go.
- Call the fire service
- Meet with the groups at the Fire Assembly Point, if appropriate move them inside elsewhere on the site.

- Do not attempt to put the fire out unless you feel it is safe to do so, fire equipment is provided to aid your exit from the building.
- Do not try to recover belongings from the building
- *Make sure you have a safe exit*
- *Do not put yourself or others at risk*

Stay out

- Never re-enter a burning building



Accident and Emergency Procedure

ASSESS

- Assess the Situation
- Protect the party from further injury moving them to a safe area. Use visiting staff where appropriate to stay with the group.
- Get help from colleagues if possible.

CALL

- Call emergency services as appropriate
- Provide them with as much information as possible.

ACTION

- Render First Aid as appropriate
- If off site contact the centre to inform them of the situation.
- Use staff to direct emergency services to the incident.
- Render assistance, as appropriate and/or able, to emergency services as required, including provision of the emergency information pack.

With emergency services dealing with the incident, make arrangements for the groups, and subsequent groups which could be affected, contact the organisation the group are from (school, day service etc) to inform them of the situation

REPORT

- Create a log of the incident with approximate timings and details of any associated communications. Complete accident / incident report forms.
- Maintain contact with the group leader or other responsible party to keep informed of any developments.
- Report incident to appropriate organisations (HSE, RIDDOR, AALS etc)

Leave all equipment as it was at the time of the incident.

Review the incident, lessons learnt.

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Appendix 4

CONTRACTORS

Date:..... Building / Location:.....

Contractor Name:.....

Contractor Company:.....

QE2 Staff Member:.....

Defect:.....

Work involved:.....

Fire Safety

On hearing the fire alarm, leave the building via the nearest exit and go to the assembly point in the courtyard

If you discover a fire. Raise the alarm by activating a fire call point and inform QE2 Staff. Get out of the building.

If you feel it is safe to do so, using the equipment provided attempt to put the fire out, Never put yourself or others at risk.

Hot Works: If your work involves any heat production from blow torches etc please follow the code of practice below for your safety and the safety of our staff and clients.

Contractors: Please ensure you follow the following precautions.

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**QE2 Activity Centre
Staff**

PREVENT FIRES

Prior to approving any hot work the Health and Safety Representative or his appointee shall inspect the work area and confirm that precautions as listed below have been taken to prevent fire. **(Check each item carefully)**

PRECAUTIONS

- Fire Fighting Systems and Equipment in service where possible

WITHIN 15 METRES OF WORK

- Working area cleared.
- Hazardous or flammable liquids have been removed

WORK ON WALLS OR CEILINGS

- Combustibles moved away from other side of walls and away from metal through which heat can be transferred.

WORK ON ENCLOSED EQUIPMENT

(Tanks, containers, ducts, dust collectors etc.)

- Equipment cleaned of all combustibles and dust;
- Containers purged of flammable liquids and vapours.

FIRE WATCH

- 30 minutes after operation;
- Inform contractor of location of fire fighting equipment and call points.

FINAL CHECK UP

To be made 60 minutes after completion of any operation

Signed.....QE2 Staff

date