

# QE2 Activity Centre Fire Safety Policy



## 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:

### *Name Position Contact*

Marie Poore Manager 07553 336939

Kerry Lees Operations 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