

QE2 Activity Centre
Fire Safety Policy

Appendix 3



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.