

POLICIES AND PROCEDURES

Kensington Resource Centre Fire Safety Policy

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Cross Reference	CYP Registration Form

Purpose of this document

Aspired Futures (AF) will take all reasonable steps to ensure that no person is at avoidable risk due to fire and ensure that there is protection against fire hazards.

Details of Policy

The fire alarm system, means of escape and equipment provided to fight fire will be fully maintained, regularly inspected and tested by the Kensington Foundation staff. AF staff are responsible for keeping them fully informed of any damage or faults that may happen to any of the buildings equipment.

All employees will be made aware of and trained in fire prevention and fire fighting as it affects them. Regular fire drills and evacuation procedures will be carried out.

AF acknowledges that there is an inherent risk of an arson attack. Whilst it may not be possible to eliminate the risk of an arson attack, AF aims to adopt a proactive approach to minimise the opportunities and consequences of any actual attacks by following the Fire Safety Policy.

Staff must ensure that:-

- They are aware of the fire instructions relating to their area of work
- They are alert to anything that could be a potential fire hazard, reporting any such hazards to a senior team member
- They know where the alarms are located
- They know where the fire fighting appliances and equipment are located, the various types and how to use them. It is very important that the correct extinguisher is used. Using the wrong one could make things a great deal worse
- All volunteers, sessional workers and regular visitors are expected to advise the AF team of any disabilities. On this information being shared an individual emergency evacuation risk assessment should be written and kept on file in the main office so all session leaders will be kept fully informed of procedures.
- On the CYP Registration Form parents/carers are asked if a child/young person (CYP) would have any difficulties evacuating in an emergency. If any issues are raised an individual emergency evacuation risk assessment should be written and held on the CYP's electronic file.

Fire Alarm Locations

- At the top of the main stair case next to the Kensington Trust Office door

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- In the main kitchen downstairs on the wall next to the back door
- In the entrance area of the Mews by the double doors which leads to the front of the building
- By the main front entrance to Kensington Resource Centre
- By the back door of the Mews Building

Fire Extinguisher Locations

- Main entrance hall on the wall under the building alarm box
- Top landing area on the wall next to the door to the All Stars room
- In the Rainbow Room next to the door leading into the entrance hall
- In the Annex main entrance next to door with number lock on
- In the area where the toilet are on the wall near the entrance to the Rainbow Room
- In the main downstairs kitchen on the wall by the side window
- By the entrance and the back door of the Mews Building

First Aid Kit Locations

- In the Rainbow Room on the radiator cover shelf
- In the main kitchen downstairs
- In the main AF office / Sunshine Room upstairs
- In the kitchen in the Mews building

Fire Exits

- Main Front Door
- Main Back Door In Down Stairs Kitchen
- Annex Side Door
- Annex Back Door (end of corridor)
- Side Door In Kensington Toy Bank (only accessible when Kensington Staff in the building)

Procedure To Be Followed In The Event Of A Fire

Emergency Evacuation Procedures

- The person discovering the fire must sound the alarm. On hearing the alarm everyone must evacuate the building taking all CYP with them. The Nominated Officers (Children and Young People Assessment and Inter-Agency Manager (CYP Manager) or the Service and Volunteer Manager (SV Manager)) will check staff in the building have evacuated successfully and contact the Fire Brigade.

What To Do If You Discover A Fire

- Activate the alarm system by breaking the glass and pushing the button
- Decide if you can tackle the fire yourself using the appropriate type of fire extinguisher. If you can, go ahead, but do not put yourself or anyone else in danger
- If you cannot extinguish the fire, ensure that everyone leaves the room and close the door behind you.
- Leave by the nearest exit and report to the Nominated Officer (CYP Manager or the SV Manager). Go to the assembly point at the exit gate of main front car park or if this is not accessible or too dangerous go to the car park at the back of the building.

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What To Do On Hearing The Alarm

- Leave the room, taking with you any CYP that you are in charge of. If you are the last person, ensure that the door is shut behind you.
- Proceed to the nearest exit
- Report to the Nominated Officer (CYP Manager or SV Manager) at the assembly point.

The Role of the Nominated Officer

- If you are the Nominated Officer you have additional responsibilities for all the other sessional workers, volunteers and CYP attending any AF session, meeting or event, should you discover a fire or hear the fire alarm.
- You will be expected to check all the rooms within the building to ensure they have been successfully evacuated.
- Do not open a door if it is hot or if you suspect or know that a fire is behind it.
- You will also be expected to ensure that all staff within the building g has successfully evacuated the building.
- You must telephone the Fire Brigade to report the fire.
- You must prevent people re-entering the building until it is safe to do so.
- You will also make sure you have a front door register (If no Kensington staff l the building as they will collect this if present)

The Deputy Nominated Officer's Role

- The Deputy Nominated Officer assists the Nominated Office with their role including making sure all the CYP and volunteers are safe whilst waiting at the assembly point and to carry out the role of the Nominated Officer in their absence.
- The Deputy Nominated Officer will be the Lead Sessional Worker.

Important information for all sessional workers/volunteers attending sessions at Kensington Resource Centre

- Do not tackle any fires unless you have received appropriate training and feel it will not endanger you or others to do so.
- Do not stop to collect any personal items i.e. handbags coats etc. this may result in injury to yourself and others.
- If you are with any CYP when the alarm sounds is most important for you to stay calm. Do not panic as this will make the CYP panic.
- Make sure any CYP in your care are all taken directly to the nearest safe exit. Go straight to the assembly point and report the CYP and yourself to the Fire Safety Officers or the Deputy Officers as they will have register for all attendees.
- Stay with the CYP you have taken out of the building so they are continually supervised. No CYP should be left alone whilst outside the building. In small groups the CYP will be escorted over the road via the crossing to the front car park of the Independent Living Centre directly opposite Kensington Resource Centre.
- **Under no circumstance, try to re-enter the building until the Fire Service Staff, the Fire Safety Nominated Officers or the Deputy Nominated Officers tell you it is safe to do so.**
- It is each sessional worker/volunteers responsibly to make sure they are fully aware of where all the fire alarm buttons, fire extinguisher and fire exits are in the building. It is AF responsibility to ensure that this is included as part of the induction programme.

The Fire Safety Officer and the Deputy Officer will at all times adhere to this Fire Safety Policy and Kensington Foundation Trust Policies to ensure all the AF service users are kept safe and never put at risk.

Aspired Futures Ltd: a Company Limited by Guarantee (England). Registered office Aspired Futures Ltd. Kensington Foundation Resource Centre, 216 Whitegate Drive, Blackpool, FY3 9JL
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