

## Fire safety policy

Approved: 1 April 2019

Reviewed: 1 September 2022

Review due: 1 September 2023

### Purpose

YMCA East Surrey Children and Young People Services staff take all reasonable steps to ensure the safety of children, young people, staff and others on the premises in the event of a fire. YMCA East Surrey complies with The Regulatory Reform (Fire Safety) Order 2005. This policy outlines the responsibilities of and the procedures which staff will follow in the event of a fire during the delivery of activities for children and young people.

The Fire Risk Assessment for each YMCA East Surrey building should be read in line with this policy.

### Responsibilities and monitoring

Monitor:	Head of Children & Young People
Approve:	Board of Management
Endorse:	Children & Young People Advisory Group
Propose:	CEO
Draft and review:	CYP Quality Manager

### Policy and procedure

The Facilities Manager is the Fire Marshall for YMCA East Surrey. In accordance with fire safety legislation, fire risk assessments will be carried out annually. They should be amended as necessary when circumstances require (e.g. building changes) and reviewed when any changes to the structure and/or layout of usage of the building takes place to ensure their ongoing relevance and accuracy.

Appropriate fire detection and control equipment (for example fire alarms, smoke detectors, fire extinguishers and fire blankets) are regularly maintained, checked and kept in working order at all times. Where other buildings, such as those not owned by YMCA East Surrey, are used, YMCA East Surrey will check that the premises comply with the regulations. Fire alarms are checked regularly by the Facilities Manager. YMCA East Surrey CYP staff will conduct regular practice fire drills.

The basic fire procedure, which can be found in the fire risk assessment documents, will address the following:

- ▶ Action to take upon discovering a fire
- ▶ Action to take upon hearing the fire alarm/evacuation signal

### Who is responsible?

Under The Regulatory Reform (Fire Safety) Order 2005, anyone who has control of

premises or anyone who has a degree of control over certain areas or systems may be a responsible person.

## **General responsibilities and precautions**

The setting leader/coordinator will take ultimate responsibility for the safety of the children, staff and volunteers in their setting. However, all staff have a responsibility for their designated areas.

A fire talk is carried out at the beginning of every session, where everyone is reminded about the following:

- ▶ Fire warning signal (bells, siren or whistles etc.)
- ▶ Fire assembly areas
- ▶ Evacuation procedures
- ▶ Not to collect personal belongings
- ▶ Not using a lift (if there is one)

A fire drill is carried out regularly, and is recorded (in the setting administration folder) monitored and reviewed. Fire safety training will also be carried out regularly and will cover the evacuation procedure, including closing all doors and windows and turning off all electrical equipment and the use of the fire equipment, if it is safe to do so.

CYP Services staff are trained on how to respond when they discover a fire or hear the fire alarm and will determine whether the fire will pose a threat to their safety or that of others. Prompt and appropriate action by staff will not only allow them to leave the building unharmed, but can also make sure that any fire is quickly brought under control.

CYP Services staff recognise that there are common elements in all fire procedures, however the actual procedures adopted for each scheme are tailored to their building. Staff will be briefed at the beginning of each scheme on their building fire procedure and Fire Marshals and Fire Wardens responsibilities will be explained.

Children will be required to line up in group order (if applicable) and a registration check will be carried out at the fire assembly area, including checking the presence of staff and volunteers working on the scheme.

No one will re-enter the building until the scheme leader or Fire Marshal deems it safe to do so.

Staff are given a copy of the fire procedures as part of their induction training.

## **Staff working on children's activities must ensure that:**

- ▶ They know who on each scheme is the nominated Fire Marshal (setting leader/coordinator/Duty Officer)
- ▶ They are made aware of the needs of the youngest and/or most disabled children, and how they are to be deployed to assist their evacuation
- ▶ Every individual child/young person who has a disability, which may affect his or her ability to recognise that an emergency is taking place or to evacuate a building unaided, should have a Personal Emergency Evacuation Plan (PEEP) drawn up. This procedure will be specific to the individual's needs and abilities and will be stored along with their registration form or personal file.

- ▶ Fire doors are kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to prevent the spread of the fire and/or toxic smoke
- ▶ Corridors, landings, stairways and escape routes are kept clear at all times of anything that is likely to cause a fire or accident, or impede evacuation in an emergency. Everyday objects, such as a box of toys left in an escape corridor, pose serious obstacles during an emergency evacuation
- ▶ Hazardous materials are stored, used and disposed of in accordance with all legal requirements and safe working practices

### **In the event of a fire\*:**

On discovering a fire, staff should raise the alarm by setting off the nearest fire alarm, and call the emergency services on 999.

Any member of staff present when the fire alarm sounds should assist in the evacuation of building by checking their immediate area whilst leaving by the nearest fire exit and go to the fire assembly area.

Setting leaders/coordinators will collect their registers, children's emergency medication, and manage the evacuation of the children and staff to the fire assembly area, and await the Fire Marshal's instructions.

There are children who may have physical additional needs and/or learning difficulties, which result in them requiring additional support in the event of evacuation. These children will have a Personal Emergency Evacuation Plan in place, which has been written in partnership with the child (if appropriate), the setting coordinator and the parent/carers.

\*additional information on procedures to follow can be found in the relevant centre's Fire Risk Assessment document.

### **Fire safety records and certificates**

The Facilities Manager will carry out fire risk assessments along with authorised staff and their findings will be communicated to all staff.

Copies of our fire safety records and certificates are kept at each setting owned or managed by YMCA East Surrey. The Facilities Manager is responsible for updating this information.