



Fire Safety (Head Office, Borough High Street)

Introduction

Childhood First believes that ensuring the health and safety of staff, visitors children/young people and all relevant persons is essential to our success.

It is the intention of the Charity to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, Childhood First acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so the company will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident. Childhood First will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

Any concerns employees may have regarding the company's emergency procedures should be reported to a responsible person immediately. The Charity will then take the necessary measures to investigate and remedy the situation.

Responsibility

The Deputy Chief Executive is responsible for consulting with the local Fire Authority and ensuring adequate precautions are taken against the risk of fire. This must include the adequate provision of equipment, adequate means of escape, and adequate arrangements for:

- Detecting containing and extinguishing fires;
- Giving warning of fires;
- Evacuation in the event of fire;
- The maintenance of fire equipment;
- Reviewing fire precautions;
- Testing fire equipment.

Also the Deputy Chief Executive Manager is responsible for ensuring staff are trained in fire prevention, and that drills and practices are held so that staff as far as practicable are aware of the procedure to be followed

Recording

Every Childhood First centre has a Fire Log Book which records everything to do with Fire Prevention including all checks and drills.

Fire Drill

At least one fire drills take place every year, including evacuation of staff.

- Fire Drills will involve a full evacuation of the building;
- Recording of Fire Drills will be in the Fire Record Book;
- Any deficiencies in the system noticed in the drill should be noted and remedial action taken to remedy the deficiency.

Training

- All staff are trained as to what to do in the case of a fire or other emergency.

On Discovering a Fire

It is the duty of all staff to prevent injury and loss of life. On discovering a fire staff should take the necessary actions to achieve this:

1. Stay calm and do not panic.
2. Immediately activate the Fire Alarm. Alarms located by the rear Fire Exit, the entrance door Fire Exit at the top of the stairs.
3. Notify the fire wardens and follow any instructions issued by them. The fire warden will place the emergency call to Fire Services.
4. If the Fire Alarm has been activated by another organisation in the building, start to evacuate the building (step 6) and notify the fire warden if they are not aware of the alarm.
5. Only tackle the fire if trained to use the fire-fighting equipment.
6. Do not stop to collect belongings or make telephone calls.
7. Exit the building quickly by the nearest and safest fire escape. (Main entrance and fire exit at rear of office). If the alarm has not been activated by Childhood First, the rear fire escape may be the safest (the stairwell is not carpeted or wood panelled).
8. Do not use the lift under any circumstances.
9. As you exit the building close doors and windows as you go, but only if safe to do so.
10. Assist any member of staff or visitors with disabilities to evacuate the building, under the direction of a fire warden.
11. Assemble with other staff and visitors at the Muster Point, outside the front of the Trinity Public House, on Borough High Street.
12. Wait at the Muster Point where the Fire Warden will take a roll call.
13. If CHF activated the fire alarm and called the fire services they must brief the fire services on their arrival and the other tenants of the building.
14. Do not re-enter the building until told that it is safe to do so.
15. Follow any instructions provided by Fire Services.

Contingency Plan if the Fire Alarm System is Out Of Action

In case that the Fire Alarm is out of action, instead of operating the alarm on discovering a fire, the person is to shout very loudly FIRE, FIRE, FIRE!

Summoning Fire Services on Discovering a Fire:

1. DIAL: 999;
2. Ask the operator for Fire Services;

3. When connected to The Fire Service, state the fire is at; - give address clearly;
4. Do not hang up until the address has been acknowledged.

Fire Prevention

It is the responsibility of every member of staff to be alert to the dangers of fire and to contribute to preventing fires by:

- Good house-keeping;
- Clear all rubbish away at the end of the day;
- At the end of the working day all non-essential electrical equipment is to be switched off and unplugged;
- We have a Non Smoking Policy. There is no smoking on the premises. See Smoking and Alcohol Procedure;
- All combustible or flammable materials are to be stored safely;
- Do NOT cover viewing panels in fire doors, cover or obstruct fire safety signage, emergency lighting or introduce any obstacle that may jeopardise the safe operation of fire doors, fire exits or escape routes;
- Shut all doors and windows at night;
- Electrical equipment brought in by employees is to be in very good condition.

Fire-fighting Equipment

- 1 CO2 extinguisher in meeting room (electrical fires and flammable liquids only);
- 1 Water extinguisher in meeting room (wood, paper and textile fires);
- 1 CO2 extinguisher in main office by hot desks;
- 1 CO2 extinguisher in main office by rear fire exit;
- 1 Water extinguisher by hot desks;
- 1 Water extinguisher in main office by rear fire exit;
- 1 Fire blanket on wall in kitchen.

Fire Wardens

Greg Whelan (Deputy Chief Executive)
Luis Pearce (HR Development Manager)

First Aiders

Greg Whelan (Deputy Chief Executive)
Yesha Bhagat (Research Manager)

Key Legislation

- Health & Safety at Work Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- The Management of Health & Safety at Work Regulations 1999
- Firecode – HTM 83 Fire safety in healthcare premises (General fire Precautions)

Reviewed March 2020