



## **Braintree Youth Project Charity**

### **Fire Safety Policy and Evacuation Procedure**

#### **Introduction**

In the event of a fire, it is the duty of individuals to ensure, as far as is possible, the prevention of injury or loss to life. Although this is important, at no point should another individual go beyond their duty so as to put their own life at risk. All BYPC users should be made aware of the location of all the fire exits, fire blankets and fire extinguishers, as well as the means of escape.

A notice displaying fire procedures will be displayed in the entrance halls of both buildings. All fire exits must be kept clear of blockages and potential hazards at all times.

#### **What to do in the event of a fire**

In the event that you discover or are alerted to a fire, do not attempt to tackle it alone. Follow the steps below:

- Raise the alarm by shouting, "FIRE!" – ensure everybody has heard and understood
- Dial 999 and ask for Fire Service – give the address and post code –2 St Michaels Road, CM7 1EX
- The session leader is responsible for collecting the sign in book, and a copy of the emergency contact list to take to the fire assembly point
- Once the alarm is raised, close all doors around the area where the fire is located;
- Use the fire exit in either building and exit the courtyard through the main passageway. Ensure that everybody is evacuated safely to the fire assembly point, which is the pathway in front of Leahurst Hostel on St Michaels Road.
- Help any disabled people to exit the building safely;
- Once everyone has evacuated to the fire assembly point, the session leader should take a register to ensure everyone has evacuated safely.
- Do not allow anybody to re-enter the building until it has been deemed safe to do so by a fire safety officer;

#### **Fire Safety Measures**

The following safety measures have been put in place, to ensure the safety of all persons present at a session or during day to day life at the BYPC offices and to help eliminate any possible fires breaking out:

- A health and safety checklist will be completed at the beginning and the end of each session. (A copy of this checklist can be found in appendix 1).
- Everyone who attends a session, must sign in upon arrival, and sign out before they leave the building. A head count should also be done if possible.
- An up to date copy of the emergency contact records for all users, staff and volunteers should be easily accessible at all times.
- People know what to do if there is a fire, where the fire extinguishers are, and that some have been trained in the safe use of fire extinguishers
- Everyone knows what to do if you need to evacuate the premises, where the Fire Exits are and where to meet after the evacuation.
- First Aid procedures are in place, a first aid box is provided and maintained, and trained first aiders are present.
- Fire drills will be practiced once a month, to ensure everyone know what procedure to follow.
- All volunteers will be trained on fire safety and evacuation procedures when they undertake their initial volunteer training.
- Centre manager to regularly check that smoke detectors (weekly), carbon monoxide detectors (weekly) and emergency lighting (monthly) are all in good working order.
- Centre manager to ensure fire extinguishers and boilers have been serviced annually.

Approved **December 2020**

Braintree Youth Project Charity

Registered in England no. 7437568 registered with the Charity Commission no. 1139014

Registered Office: Fountain Cottages, 2 St Michaels Road, Braintree, CM7 1EX

## Appendix 1

### Opening and closing checklist

	Tick as checked	Action needed
<b>Session Start</b>		
Fire exits are clear of obstructions		
Buildings are free from rubbish and clutter and ready for use.		
Toilets clean with toilet paper		
Hand washing and drying facilities		
No trailing wires or cables		
No loose or uneven flooring		
Floors dry, no slippery surfaces		
Food preparation areas clean		
Space for litter in bins		
Emergency contact numbers available		
First Aid kit complete and accessible		
Fire extinguishers are available and in date		
<b>Closing Session</b>		
Fire doors/exits closed		
Make sure all equipment is stored away in the correct place		
Space cleared, cleaned and vacuumed		
Toilets /hand washing facilities cleaned if necessary		
No wet floors or slippery surfaces		
No trailing wires or cables		
All electrical appliances/IT equipment turned off		
Food preparation areas cleaned		
Litter bins emptied if necessary.		
Fridge door is shut and secure.		
All appliances are switched off (i.e toaster, kettle, oven).		
Doors and locked, and security gate is shut.		