

Fire Safety Policy	
Policy Level	Two
Policy Category	Health & safety
Policy Authority	Health & Safety
Lead Committee	Health & Safety
Lead Director	Phillipa Spicer
Approved Date	04/06/2024
Review Date	31/07/2026

Our policy is to provide and maintain a safe environment for all our staff, volunteers and visitors, paying particular attention to the needs of children and young people and so far as is practical, we will take reasonable steps, to protect them against the risk of fire. We also recognise and accept our responsibilities, laid down under the Regulatory Reform (Fire Safety) Order 2005 (FSO) and the Fire Safety Act 2021. To this end we will:

- Identify the 'Responsible Persons' i.e. the persons responsible for fire safety at all the premises within which we operate.
- Ensure that fire risk assessments are carried out for all the buildings within which we operate.
- Carry out the statutory checks of the fire alarm systems.
- Carry out the statutory checks of the emergency lights.
- Carry out the statutory checks of the fire fighting equipment (fire extinguishers).

Carry out regular checks of all fire protection systems, inc. fire doors and fire separation

- Prepare and regularly review fire evacuation procedures
- Prepare and regularly review the 'procedures to be followed by senior staff on hearing a fire alarm'.
- Carry out regular fire evacuation drills.  
Provide staff with fire safety training.
- Liaise with the local authority and take advice from other persons, competent in fire safety, where appropriate to do so.
- Review and revise this policy as necessary at regular intervals.

The Fire Safety Policy is supported by the following procedure

- Procedure To Be Followed By Senior Staff Member On Hearing A Fire Alarm

## Responsible Persons

Overall responsibility

**Phillipa Spicer** – Chief Executive Officer

**Day to day responsibility delegated to:**

**Branch Managers**

Andover	Hannah Sullivan
Basingstoke	Adam Barrett-Alexander
Eastleigh (Stoneham Way)	Derren Storey
Fairthorne Manor	Karina Barnett
Little Whale Nursery	Sarah Henderson
New Milton	Nicola Jenner
Newtown Youth and Community Centre	Karen Grove
St Marys Nursery	Hannah Lusty
Southampton Housing	Karen Grove
Weston Library	Clare Hooper
Winchester House	Stephen Partridge
Woolston Nursery	Shelly D'Souza

## Evacuation Procedures / Drills

All buildings occupied by YMCA staff are fitted with fire detection systems / alarms. In the event of an alarm going off, the first priority of all staff is to ensure the safety of the occupants of the building and not preventing any possible damage to it. Therefore, on hearing an alarm all staff and visitors are expected to evacuate the building immediately and make their way to a designated assembly area. They should not:

- Wait to dress or collect belongings.
- Run or shout.
- Re-enter the building without the permission of a senior staff member taking charge of the incident or the Fire Officer.

N.B. Consideration should be given to including any urgent medicines that may be required for staff or customers in a 'grab bag'

Fire drills will be carried out at all YMCA premises:

- At a maximum of 6 month intervals, or once per term in childcare nurseries.
- At the beginning of each stay for each visiting, residential, group of young people.

All fire drills must be recorded.

### **Housekeeping**

YMCA FG recognises the role of good housekeeping in fire prevention and protection and to this end it will ensure that:

- Corridors are kept clear of obstructions and tripping hazards
- Fire exits are kept clear at all times.
- Fire doors are kept shut when not in use.
- Stores of combustible materials are kept to a minimum and combustible waste is removed daily.

### **Arson**

YMCA FG recognises the possible risk of arson at the premises within which it operates. It will therefore ensure that:

- All cupboards opening on to escape routes, including cupboards under stairs, are kept locked when not in use.
- All cupboards containing flammable materials / chemicals are kept locked when not in use.
- All visitors to all YMCA sites are signed into and out of all buildings in which YMCA FG activities take place.

### **Smoking**

YMCA FG recognises the risk of fire associated with smoking and operates a strict no smoking policy within all the buildings within which it operates. This excludes flats occupied by residents in housing projects.