



# Fire & Evacuation Policy & Procedure

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## Fire & Evacuation Policy & Procedure

### General Statement

Autism Bedfordshire is a responsible employer and takes its fire safety duties seriously. For this reason we have formulated this policy to enable us to comply with our legal obligations to employees and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this policy also forms part of our Health and Safety Policy.

### Employees' Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

## Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

## Procedures

We have introduced the following procedures in order to maintain high standards of fire safety:

- A fire risk assessment is undertaken at every venue that we operate in. This is reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- Each venue has its own fire exit procedures. A map of the building and exit routes is visibly displayed along with the procedures.
- All employees are trained to know the exits and procedures which are practiced at least annually for continuing services and before any new services are launched.
- Training will be provided as necessary to any employees given extra fire safety responsibilities, such as fire wardens.
- All new employees will be provided with induction training on how to raise the alarm and the available escape routes
- All escape routes will be clearly signed and must be kept free from obstructions at all times
- All employees will be trained to respond to the fire alarm at their place of work. When activated, all employees (except those with special designated duties) should leave the building immediately by the nearest exit. Do not stop to collect anything.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to their line manager
- Alarm systems will be tested regularly according to the fire procedures of the buildings we are renting for our services.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting

## Procedures In The Event Of a Fire

### On discovering a fire: off site only?

- If you discover a fire raise the alarm immediately.
- Support workers should follow the planned procedure – taking your child calmly with you and leaving by the planned exit, waiting for the roll call to ensure you are safely accounted for.
- Team leaders will take the site file with the registers and check the building, if safe to do so, to ensure no-one is remaining. This is planned according to the different venues.

- Do not stop to collect personal belongings
- Do not use any lifts
- Play your part in the roll call so you are safely accounted for.
- Team leaders will take the roll call according to the register in the site file.

### Fire Alarm

All employees will make sure that they know where the fire alarm and exits are.

### If you hear the fire alarm

- Operate any essential shutdown devices, e.g. machinery.
- Immediately leave using the nearest available fire exit.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.

### Person in charge

This person is the senior manager in charge.

Their tasks include:

- Ensuring that all employees are trained in the fire evacuation procedures.
- Displaying the fire evacuation procedures in relevant areas.
- Carrying out a fire practice at least annually.

Should the fire alarm sound:-

- Ensuring that all people have left the building.
- Taking the register with them when they leave the building.
- Taking a roll call outside in the designated area.
- Gathering all information regarding the evacuation.
- Establishing if it is a genuine fire or false alarm.
- Ensuring that the fire brigade has been called.
- Receiving reports from the fire marshals to show that all staff/patrons have been evacuated.
- Liaising with the fire brigade on its arrival.

The person in charge has the authority, in conjunction with and with advice from the fire services, to end an evacuation and recall all employees/patrons into the buildings.

### Your Safety

The safety of employees and others, including members of the public, is paramount and at no time should any personal risk be taken.

### Bomb Threat

Should there be a bomb threat, we will use the same method as for fire, but may need to restrict exit routes. Please be aware of any special instructions or directions issued in this instance – it may be that we have to specifically avoid using certain routes. The senior person in charge would then follow instructions from the police concerning the departure of persons from the area.