



## Door 84 Fire Safety Policy

### Vision Statement:

#### **Fire Safety**

Door 84 Youth and Community Centre (“Door 84”) is a Registered Charity (Charity Number: 1203574) and operates from premises situated at 84 Lowther Street, The Groves, York, YO31 7LX (Telephone - 01904 623177; website - [www.door84.org.uk](http://www.door84.org.uk)).

Door 84 provides activities for children, young people, adults and (where circumstances permit) their Caregivers and families and also works with local community members and other users of its premises.

Door 84 facilitates and coordinates various activities including: open access youth and community sessions, community events, open days, residential, day trips, which may include remote supervision, specific project work, mentoring, one to one support working and engagement with other building users.

### The following definitions shall apply:

- “The Building” means 84 Lowther Street, The Groves, York, YO31 7LX.
- “Building Users” means other users of the Building.
- “Participants” means children, young people, adults and any other user of the building or of the services offered by Door 84.
- “Worker” means anyone working on behalf of Door 84 including (but not by way of limitation) Senior Managers, Trustee of Door 84, paid staff (whether full time, part time or ad-hoc), volunteers, sessional workers, project workers, agency staff and students.

Door 84 understands the importance of vigilance to fire safety hazards.

The Centre has an up to date fire certificate and notices explaining the fire procedures are positioned next to every fire exit. All Staff, Volunteers and Young People and Community Members including new group users to the building are to be made aware of the fire safety procedures set out in this policy on their first visit/Induction Session.

All staff should be aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. A colour coded map is clearly displayed at the entrance of the building by the fire alarm panel system at all times.

All new members of staff are given a Fire awareness course by the Facilities Manager.

Young People and Participants including attending classes/groups at Door 84 are to be made aware of the fire safety procedures during their settling in period and on regular occasions from then on. All participants will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire exits are never locked when the building is in use. Fire extinguishers and fire alarm systems are tested weekly by the Facilities Team.

The Facilities Manager will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur.

All fire drills, alarm tests, fire incidents and equipment checks will be recorded on the Facilities Managers shared drive.

Advanced Fire carries out 6 monthly tests on the Fire alarm emergency lighting & fire extinguishers.

The building has smoke detectors fitted in all locations.

### **Fire Prevention**

The Centre will take all steps possible to prevent fires occurring. As such, the Manager and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.

- Ensuring the No Smoking Policy is clearly displayed: The whole site is a non-smoking area. Smoking is permitted by the front gate where the cigarette bin is provided.
- All fire exits are checked for compliance daily by Duty Management
- Only qualified electrical companies carry out any required electrical work.
- Switching off all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- All electrical equipment is PAT tested by a calibrated PAT tester & carries an in date test certificate a record of compliance is kept on the Facilities drive.

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

Anyone can raise the alarm from any call point immediately and the emergency services will be called at the earliest possible opportunity.

Everyone will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Manager on duty and the register will be collected, providing that this does not put anyone at risk. On exiting the building, a member of Staff will close all accessible doors to prevent the spread of fire.

The register will be taken and all Young People and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.

If a group is using the building, the group leader of that group is responsible for bringing their register and accounting for their attendees and group leaders. If any person is missing from the register, the emergency services will be informed immediately.

**We are committed to reviewing our policy and good practice annually and will amend more frequently should legislation or reflective practice highlight the need for amendments.**