

## **Fire Safety Management Plan Reviewed August 2011 Next Review August 2012**

### **1 POLICY STATEMENT**

The Centre Manager understands and accepts the legal obligations in respect of fire safety and in accordance with Corporate Policy and Departmental Guidance (as appropriate) will provide as far as is reasonably practicable an environment safe from fire for staff, clients and others who may be in or near the building. In this respect suitable, sufficient and risk appropriate “Fire Precautions” and “Management Systems” will be provided and maintained to facilitate safe evacuation from the premises and mitigate the effects of fire should this occur.

### **2 MANAGEMENT**

The Centre Manager is the “Responsible Manager”<sup>1</sup> for the purposes of the bringing into effect in these premises the requirements of the Fire Safety Order and any other fire safety related requirements that may have effect now or in the future.

In the absence of the Centre Manager the management of this responsibility is delegated to the Centre management team, consisting of the two Centre Co-ordinators, the Finance Officer and the Children’s Centre Support Teacher. In the absence of the CMT these duties are delegated to the duty receptionist, caretaker and deputy caretaker. The Finance Officer is also the Fire Safety Co-ordinator.

### **3 SITE FIRE SAFETY SPECIFICATION**

Oak Meadow Centre is a single storey “L” shaped building of partial brick/block construction with partial timber frame and timber cladding. The roof is flat and window frames are a mix of UPVC and metal construction, door frames are of timber. A small separate brick built boiler house is located between the Centre and the school building. A small inner courtyard is located adjacent to Meeting Hall 1, Chestnut Room, with a single access from the reception area, the courtyard is not roofed.

The Centre is situated in the grounds of Oak Meadow Primary School at the end of Tewkesbury Avenue, Fareham.

Two parts of the building are currently let, one area to EdICT (Hampshire Education ICT) and another area to Community Childcare Centres. EdICT are a business unit that carry out computer work for educational establishments. Community Childcare Centres are a 3<sup>rd</sup> party nursery provider for the Centre.

The Centre generally operates between the hours of 7.30am-9.30pm Monday to Fridays, some Saturdays and very occasional Sundays. They are generally not open on Bank Holidays and close during the Christmas week. It should be noted that the part of the Centre currently let to EdICT is not accessible from the main building although physically part of it.

Refer to Appendix D for details of the EdICT Fire Safety Management and Evacuation Plans, the responsible person for this area is Deb Davidson based at Parkway on 01329 316168.

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<sup>1</sup> As defined in relevant legislation

Community Childcare Centres provide care for children between the ages of three months and twelve years from 0800 to 1800 Monday to Friday, Bank Holidays excepted. For security purposes access to the area of the building let to Community Childcare Centres is accessed by doors secured by keypad controlled locks.

Refer to Appendix B for details of the boundaries between the three areas of the building.

The area of the building not let is a Hampshire Surestart Children's Centre. It operates a wide range of activities which typically involve children from 0 – 11 years, parents, carers and professionals linked to working with families or training.

A Prestige Fire Protection fire detection system is installed comprising a control panel adjacent to the reception area, smoke detectors, heat detectors, alarm sounders and beacons. Part of The Centre was rebuilt during late 2006/early 2007 and has smoke detection in all occupied areas and corridors with heat detectors in the two kitchens. The unchanged part of the building currently let to Community Childcare Centres has smoke detectors in the main corridor only with a heat detector in the kitchen. Thirteen fire extinguishers are located within the Surestart Children's Centre and the area let to Community Childcare Centres. Extinguishers are of two types, water (a mix of 6 and 9 litre capacities) and 2kg CO<sub>2</sub>, locations are shown on Appendix 'A'.

The part of the building let to EdICT contains a single 6 litre AFFF (Foam), a single 9 litre water and 6 2kg CO<sub>2</sub> extinguishers. These are not shown on Appendix A.

Fire blankets are provided in the two kitchens containing cookers, these are the kitchen next to Meeting Hall 1 and the kitchen used by Community Childcare Centres. The kitchen next to the Community Room (Pine room) does not have a fire blanket as cooking is by means of a microwave cooker only.

Hose reels are not installed in The Centre.

Evacuation from all areas is along routes that comply with current legislation concerning distances from a point of safety, fire exits are shown on Appendix A.

#### **4 RISK ASSESSMENT**

The Fire Safety Coordinator will complete the fire risk assessments. This will be monitored by the Centre Manager and reviewed when changes occur or annually whichever is sooner. The risk assessment will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

#### **5 EMERGENCY PLAN**

An emergency plan will be produced by the Centre Manager indicating the arrangements for the safe evacuation of anyone in the premises. This will be reviewed when changes occur or annually which ever is sooner. This process will be monitored by Centre Manager and the plan will be kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

## 6 FIRE SAFETY TRAINING

Staff will receive fire safety training as part of their 'first day induction' and at regular periods thereafter. A training programme for this will be produced by the Training Co-ordinator and records kept regarding who gave the training, the subjects covered and who attended. The programme and records will be kept in the relevant section of the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors

## 7 FIRE DRILLS

The Centre Manager will arrange for a **monitored** fire evacuation drill to take place each term. The outcomes from these drills will be made known to staff together with any actions that may be necessary. Records of when drills occur, the findings and actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. These arrangements will be monitored by the Responsible Manager.

## 8 FIRE PRECAUTIONS

All fire resisting doors will be maintained self closing or locked shut as appropriate.

If fire doors are required to be maintained in the open position, other than for short periods of time for specific reasons, this will be achieved by means of suitable hold open devices that will automatically release the door on operation of the fire alarm.

Fire escape routes will be maintained clear of combustible materials and unobstructed at all times.

Whilst the building is occupied, fire exit doors will be maintained unobstructed and immediately available to enable people to exit, without using a key, pass card or code. **In 2011 all exterior doors were replaced. The main doors outside Reception and to the rear car park were connected up to the alarm system and will open automatically when the fire alarm is activated.**

In some cases, following risk assessment, secure doors have been provided. In such cases appropriate provisions for the automatic release of securing devices have been made and will be maintained and tested as appropriate.

Internal refuse containers will be emptied when necessary and at the end of each day to ensure no undue build up of flammable materials occurs within the premises. External refuse containers will be located to minimise the risk to premises should they be set alight.

Smoking is not permitted on the premises.

Combustible materials will be kept at a safe distance from means of ignition at all times when stored and used.

## 9 MAINTENANCE ARRANGEMENTS

The fire alarm will be tested weekly by the caretaker and serviced<sup>2</sup> by competent contractors managed by Property, Business and Regulatory Services and monitored by site staff. These arrangements will be monitored by the Centre Manager and

<sup>2</sup> In accordance with the current edition of BS 5839.

reviewed quarterly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The escape lighting will, where possible, be tested monthly by the caretaker and serviced by competent contractors<sup>3</sup> managed by PBRS and monitored by the Centre Manager and reviewed quarterly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The fire-fighting equipment will be checked monthly by the caretaker and serviced by competent contractor annually. This will be monitored by the Centre Manager and reviewed quarterly. Records will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

The caretaker will check fire-resisting doors and final exits quarterly to ensure they are in good order and working correctly. This will be monitored by the Centre Manager. Any repairs and/or maintenance will be undertaken by a suitably competent/skilled person. Records of the checks, findings and necessary actions will be maintained and kept in the fire manual for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors.

## **10 MONITORING AND REVIEWS**

Records will be held which will include:

- Details of repairs/replacements to fire equipment and fire related building defects; The reporting and decision process up and down the management chain.

## **11 RECORDS**

All current records will be kept in the Fire Safety Manual and be available for audit by Hampshire County Council/Hampshire Fire Rescue Service auditors/inspectors. Other associated records together with previous manual records will be kept separately for a period of at least seven years.

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<sup>3</sup> In accordance with the current edition of BS 4266.