



### Robert Atkinson Community Centre

Onsite Building Trust do not have a Centre Coordinator on site at all times, therefore the Key Holder, whilst on Onsite premises, is designated the role of "Fire Warden" and will take responsibility for the safe evacuation of the building in the event of a fire. The Fire Warden in this instance is Alison Laws, and Emily Greenhalgh in her absence.

Hopefields staff share the responsibility to familiarise themselves with this evacuation procedure.

### Hopefields staff adhere to this evacuation procedure carefully:

1. At the beginning of every session with new starters and visitors to the space, Hopefields will ask that the visitor familiarise themselves with the location of fire doors and escape routes and how they will manage an evacuation in the event of a fire. **The assembly point is the car park at the front of the building.**
2. If there is a fire the alarm should sound automatically. The alarm sounds weekly on a Thursday at 11am as a practice test. If you discover a fire, leave by the nearest exit, sound the alarm on route, do not stop to collect personal belongings, close all doors on route, do not re- enter the building and dial 999.
3. Be prepared to brief the fire brigade on the address of the building and the location of the fire, and whether or not any members of your group are unaccounted for.
4. Fire extinguishers are situated at various locations throughout the building – Please familiarise yourself with their location and how they operate. Hopefields has two fire extinguishers in the space for our own use. Only a member of staff can operate this equipment, learners are not authorised to utilise the extinguisher at any point.
5. Only authorise a return to the building when the Fire Warden is informed and deems it safe to do so.



### **On site at any other given location:**

When Hopefields are situated at farm land, the assembly point in case of fire is at the main gate, where a member of staff will be wearing a fluorescent waistcoat. All should assemble at this point, and do not attempt to fight the fire personally. The fire brigade will be called at the earliest convenience.

### **Evacuation of people who have additional needs and/or disabilities**

The remainder of this policy document is focused on managing the safe evacuation of people with physical disabilities. Both the Robert Atkinson Centre and Hopefields farm land is safe for people with a physical disability, and all teaching takes place on one, ground floor level. The negotiation of stairs is not required during a fire evacuation procedure.

The problems encountered by disabled people evacuating a building in the event of a fire will vary with the disability of the individual and the physical configuration of the building; Whatever the parameters of each individual case, in the event of a fire alarm sounding a disabled person should try to leave the building by the fire exit furthest away from the fire. Each young person has a risk assessment and documentation detailing their ability to evacuate in the event of a fire. All staff are aware of the needs of learners, and the high staff to learner ratio mean the safe supervision of young people in the event of a fire.

This section is to assist visitors/learners who are disabled or individuals who could be responsible for, or involved with people or a person with a disability that prevents them from walking unaided.

It is of particular relevance to persons who use wheelchairs, or have impaired mobility. It is also of relevance to any person who has a disability which is less obvious, for example, heart problems, arthritis etc. and also those who have poor sight or hearing.

### **Impaired Mobility**

If it is not possible for a person with an additional physical disability to leave the building unassisted, Hopefields staff will be responsible for assisting the learner to ensure that they are evacuated safely.



### **Impaired Vision**

Any person who is visually impaired should familiarise themselves with escape routes, especially fire exits which are not in general daily use. Where possible, a sighted person should accompany the individual along the escape route to the assembly point, so that they may be warned of any hazards and reassured during the evacuation. Hopefields staff will assist where necessary upon the visitor/learner entering the buildings.

### **Impaired Hearing**

If a person is hearing impaired they may experience difficulty in hearing the fire alarm. However, some people may have sufficient perception of certain types of audible alarm signals to require no additional provision. It is important for anyone who has difficulty in hearing the fire alarm to set in place a system for colleagues and staff to alert them when the fire alarm is sounding.

### **Lone Working**

If a situation arises which necessitates that a learner with a disability that may impair their ability to respond to the fire alarm will be working alone, then that individual must ensure that they notify the peripatetic caretaker of their location by calling the Onsite helpline. Steps can then be taken to ensure their safe evacuation in case of a fire. If the caretaker is informed of lone working, it is essential that they are informed upon its conclusion. Hopefields staff should adhere to the lone working policy, which states that lone working should not be undertaken unless absolutely necessary across all sites.