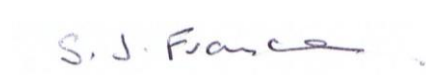




Fire Safety Policy

This policy will apply to all Girlguiding Royal Berkshire properties and shared ownership properties. Girlguiding Royal Berkshire acknowledges that fire poses a potential for serious injury, damage and loss and accepts, so far as is reasonably practicable, that it has a responsibility to prevent loss of life, minimise harm to people and reduce damage to property and the environment.



Signed

Sarah France

Print Name

12 May 2020

Dated

May 2021

Review Date

Subject to review, monitoring and revision by Girlguiding Royal Berkshire

Fire Safety Management Plan

All properties will be subject to a fire safety risk assessment to identify, evaluate and assess sources of fire hazards.

A fire safety plan and evacuation procedure will be established for each of the premises.

In each building the Fire Safety Plan will be displayed and drawn to the attention of all users.

Appropriate extinguishers and alarms will be provided at each property.

Appropriate instructions for users will be provided.

Ensure that fire evacuation procedures for disabled users are included in the risk assessment.

The Site Manager or Management Committee of the properties will ensure that fire drills are carried out at each property on a regular basis and within one hour of arrival by visiting groups at the residential properties.

The Site Manager or Management Committee will ensure that regular inspections and testing of all systems and equipment and emergency lighting are carried out.

The Site Manager or Management Committee of the properties will maintain records at the properties of all such assessments, reviews, tests, drills and maintenance.

Fire Safety Risk Assessment will be carried out on behalf of the Management Committee. A copy will be held on site by the Site Manager or appropriate person. The Risk Assessment should be reviewed annually and a record of this kept with the document. In addition to the assessment, routine checks of all fire equipment will be carried out. *In the case of Thirtover Place, by the designated emergency service firm at regular intervals and records kept of these checks.*

The Site Manager or Management Committee will maintain a fire-safety log book or on-line system which will record frequencies and details of the Fire Safety inspections. This should include:

- Fire drills
- Fire alarm tests
- Emergency lighting tests
- Fire extinguishers
- Fire assembly point notices

The Site Manager or Management Committee of each property should arrange for the implementation of required improvements following the revision of the fire Risk Assessment.

The Site Manager or Management Committee of each property should ensure that all users are aware of the need to keep all designated fire exits and signed fire notes and assembly points clear and free from obstructions at all times.

NB. This policy should be read in conjunction with Girlguiding's Emergency File (red booklet) "Fire Evacuation Information".