



## FIRE SAFETY AND EVACUATION POLICY DSDT

	Date	Name/signature
Last updated	5/6/2023	MR
Reviewed by Managing Director on behalf of the trustees	14/06/23	SS
Date for next review	Regulary	

### FIRE SAFETY

#### General

1.1 It is not only the responsibility of the Fire Officer, but of all staff and members working at Down Syndrome Development Trust's offices to be aware of fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire drill instructions, and these will be part of the induction process for all new staff and volunteers.

1.2 Access to escape doors, extinguishers, and other fire fighting equipment must not be obstructed, and the Fire Officer will be instructed on their use.

#### Fire Drills

2.1 Down Syndrome Development Trust's Fire Officer is responsible for carrying out fire drills and will arrange these to take place at regular intervals, reviewing the success or otherwise of the evacuation and making recommendations for improved practices. He/she is responsible for ensuring that staff and volunteers are aware of the evacuation procedures and has the power to remove obstructions from fire exits.

2.2 The fire alarms shall be tested at regular intervals by Down Syndrome Development Trust's fire Officer and staff will be notified of any testing taking place during office hours.

2.3 Visitors and all staff, including volunteers, must be made fully familiar with the escape routes and Down Syndrome Development Trust's assembly point.

#### Fire Drill Procedure

If The Fire Alarm Sounds

- Evacuate the building immediately by the nearest exit
  - Ensure any visitors leave the building
  - Do not put yourself at risk
  - Assemble in front of the building
  - Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.
- If You Discover A Fire
- Raise the alarm by operating the break glass switch at the nearest fire alarm call point.

Model Health and Safety Policy 18

- Evacuate the building immediately as above.

Model Health and Safety Policy 19

#### Fire Officer

3.1 The Management Committee will appoint a Fire Officer who shall receive appropriate training. At the time of issue of this policy this is **Senay Smallwood**.

3.2 The responsibilities of the Fire Officer are to:

- be instructed on potential fire hazards and the use of firefighting equipment
- ensure that there is regular testing of fire alarms and fire drills
- assist with the efficient evacuation of staff and visitors
- liaise with the Fire Brigade at the assembly point

- ensure staff and volunteers at all premises and events are aware of the fire alarm and fire drill.

#### All Employees

All employees must:

- Cooperate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Make reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

#### Contact details:

**Lewes District Council:**

<https://www.lewes-eastbourne.gov.uk/contact-us/>

<https://www.lewes-eastbourne.gov.uk/health-and-safety/health-and-safety-at-work/>

**East Sussex County Council:** 0345 608 0190

**Brighton and Hove Council**

<https://www.brighton-hove.gov.uk/contact-council/contact-council>

**Health and Safety Executive**

**Publications** - Free leaflets on all aspects of health and safety:

HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 6FS

Email: [hsebooks@prolog.com](mailto:hsebooks@prolog.com)

Tel: 01787 881165 Minicom: 01787

310889 Fax: 01787 313995 website:

[www.hsebooks.co.uk](http://www.hsebooks.co.uk) (HSE priced

publications are also available from

bookshops and free leaflets can be

downloaded from HSE's website:

[www.hse.gov.uk/pubns](http://www.hse.gov.uk/pubns)

**Health and Safety Executive** - London Office, Rose Court, 2 Southwark Bridge,

Registered charity and correspondence address: 13 Saltwood Road, Seaford East, Sussex BN25 3SP

Main office: Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

Second office: Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

Tel: 01323 893 323 / 01323 890 654 Website: [www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk) Email: [hello@downsyndromedevelopment.org.uk](mailto:hello@downsyndromedevelopment.org.uk)

Down Syndrome Development Trust

Company Number: 08346182

Registered Charity Number: 1155830



[www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk)

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London, SE1 9HS Fax: 02075562102 Tel:  
0845 345 0055

**London Hazards Centre** - Advice,  
training and COSHH data sheets etc:  
Hampstead Town Hall Centre, 213  
Haverstock Hill, London NW3 4QP. Tel:  
0207794 5999 Fax: 020 77944702  
[www.lhc.org.uk](http://www.lhc.org.uk) Email: [mail@lhc.org.uk](mailto:mail@lhc.org.uk)

### **Contact details:**

**Registered charity and correspondence  
address:** 13 Saltwood Road, Seaford  
East, Sussex BN25 3SP

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[DSDT Charity Policies | Down Syndrome  
Development Trust UK](#)

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