

Fire Safety:

Before the start of each shift you must make sure that you are familiar with the exits as displayed in your work space. If you cannot readily see signs for fire exits then you must inform the Director immediately so that we can provide our own instructions.

Fire Safety procedures for community based 1:1 support can be found in the Staff Handbook: Procedure for 1:1 Support

When in the Connect Centre please make yourself familiar with the Fire Evacuation Plan clearly displayed in the office. A separate Fire Safety Risk Assessment of the Connect Centre has been completed and is available upon request

In the event that the Fire Alarm is sounded:

1. Evacuate the premises calmly and quickly. Our priority are our Service Users. It is not other individuals who may also be in the building
2. Inform the Director at the earliest possible opportunity
3. Document the situation on a Concern Form format email as soon as you are able

For more information please refer to:

Fire Safety Risk Assessment of the Connect Centre

Policy last review date: 01.05.2024