



FIRE SAFETY POLICY

Our Club understands the importance of vigilance to fire safety hazards. The club has notices explaining the fire procedures which are positioned next to the fire exit. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy.

All staff are made aware of the location of fire exits, the fire assembly point and where fire safety equipment is stored.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasion from then on. All children will be made aware of the fire exits and the fire assembly point.

Fire doors and exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire safety equipment is regularly tested by the landlord, and records will be obtained and kept on file.

The Manager will appoint a designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur.

Twice a year the Club will hold a fire drill without prior warning.

All fire drills, fire equipment checks and fire incidents will be recorded

Fire Prevention:

The Club will take all steps possible to prevent fires occurring. As such, the Manager and the staff team are responsible for:

- Ensuring that power points are not overloaded.
- Ensuring that the Club's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced correctly.
- Unplugging all electrical equipment at the end of the day, and before leaving the premises.
- Storing all potential flammable materials safely.

In the event of a Fire:

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be assembled and escorted from the building and to the Assembly point using the nearest available fire exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the designated Fire Safety Officer and the register, emergency records and mobile phone will be collected, **providing this does not put anyone at risk.** On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire, and check the toilets, kitchen and cupboard **providing this does not put anyone at risk.**

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the Manager should access the emergency contacts list that is kept off the premises (for further details see the Documentation and Information policy).

If for any reason the designated Fire Safety Officer is not available at the time of the incident, the Manager will assume responsibility or nominate a replacement member of staff.

Amended 9th June 2009