

Friends Together



Out of School Club

Fire Safety

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

All staff are aware of the location of all 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 location of fire exits and the fire assembly point.

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

Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

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 incidents and equipment checks will be recorded in the Incident Record book.

Fire Prevention

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

- All fire doors are kept closed at all times.
- All exit doors are unlocked with the key removed.
- All corridors and stairways are kept free of any obstruction.
- All combustible waste must be removed to the outside bin area (no combustible material of any kind in any escape route at any time.)

- They are familiar with the location of all fire alarm points.
- They are familiar with the evacuation procedure.
- All fire extinguishers are in their allotted position and operational.
- A telephone is available at all times for calling the emergency services.
- They understand their specific tasks in an emergency.
- Any queries relating to fire precautions must be brought to the attention of the Club Coordinator AS SOON AS POSSIBLE.
- A plan showing all means of escape, fire extinguishers and alarm points must be circulated around the building.
- Fire safety training must be given to all staff.
- Fire drills, including evacuation, must be carried out at least every term and soon after a new intake of children.
- The fire alarm system must be tested weekly.
- All exits and exit routes must be clearly marked.
- All nearby water supplies are known and marked on the fire plan.
- Access to the club is kept clear for emergency services.
- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

The Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

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 escorted out of the building and to the assembly point using the nearest marked 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 Fire Safety Officer and the register will be collected, providing that 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.

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).

Reviewed October 2015