

Fire Safety and Fire Risk Assessment

Designated Fire Safety Officers have the responsibility to ensure that all staff and volunteers are made aware of the following procedures at the start of their Induction period.

The Governors of the club will appoint a designated Fire Safety Officer.

Our Club complies with the Regulatory Reform (Fire Safety) Order 2005, which came into force in October 2006. It demands that a specific fire safety risk assessment is undertaken for every workplace, bringing fire safety into line with other health and safety legislation.

Designated Fire Safety Officers are responsible for: (Please see notice board for names of designated fire officers)

- Producing a fire risk assessment based on The Department of Communities and Local Government 5 step guide: www.communities.gov.uk/documents/fire/pdf/151102.pdf
 1. Identify potential fire hazards
 2. Decide who, in the event of a fire, might be in danger in the workplace or while trying to escape from it, and note their location
 3. Evaluate the risks arising from the hazards and decide whether existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks, e.g. by improving the fire precautions
 4. Record the findings and details of the action taken as a result and tell employees about the findings
 5. Keep the assessment under review and revise it when necessary (at least once a year).

- Recording and sharing with colleagues/managers: fire risk assessments, fire drills, incidents and any findings and actions identified
- Instruction and training relevant people/colleagues on fire procedures and the use of fire fighting equipment
- Carrying out regular (at least once per half term) fire drills to allow all children and adults to experience the evacuation process. All fire drills will be recorded and evaluated
- The setting will contact their local Fire and Rescue Service for further advice and guidance.

General Fire prevention precautions

- Ensuring that power points are not overloaded with adaptors
- Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing) annually
- Ensuring that the Club's 'No Smoking' policy is always observed
- Checking for frayed or trailing wires
- Checking that fuses are replaced safely
- Unplugging /turning off all equipment before leaving the premises
- Storing any potentially flammable materials safely.

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Where possible, staff will be trained to use basic fire fighting equipment such as extinguishers and fire blankets. In the event of a small fire, staff will only attempt to put it out if they feel confident to do so and they or others are in no imminent danger.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasions 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 and never locked, are not obstructed at any times, and are easily opened from the inside.

Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The assembly point will be risk assessed and moved when appropriate.

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 safe fire exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The Designated Fire Safety Officer will check the entire premises and the register and registration forms (in order to contact parents to collect their children if necessary) 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).

If for any reason the designated fire safety officer is absent at the time of an incident, the co-ordinator / senior person on duty will assume responsibility.

This policy was adopted at a meeting of Burrowmoor Out of School Club

Held on (date) _____

Signed on behalf of the Management Committee/Proprietor _____

Role of signatory (e.g. chairperson etc.) _____

This policy was reviewed on _____ (date)

continue as necessary _____ (date)