

Out of School Club

Fire Safety and Risk Assessment

Wickwar Out of School Club understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills are conducted at least once a month or whenever new staff or children join the club.
- All children are shown the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded in the **Fire Drill Log**.
- The Club has notices explaining the fire procedures which are positioned next to every fire exit.

Fire prevention

The Club will take all steps possible to prevent fires occurring by:

- 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.

In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted out of the building 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 premises will be checked by the Fire Safety Officer and the register and emergency contact cards will be collected, providing that it is safe to do so.
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.
- If the register or emergency contact cards are not available the manager will use the emergency contact list (kept off site) to contact parents or carers.

- If the Fire Safety Officer is not present at the time of the incident, the session leader will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer


The Club's Designated Fire Safety Officer is **Hilary Turner** The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf. The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

This policy was adopted by Wickwar Out of School Club	Date: 4/3/2015
To be reviewed: 4/3/2015	Signed:  Chair of committee

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*

Fire Evacuation Plan

- If the whistle is blown **STOP** what you are doing
- Listen carefully to the staff's instructions
- Leave the building calmly and quickly – don't run and don't stop to collect anything
- Wait at the assembly point
- Listen to the register
- Stay outside until you are told that it is safe to go back inside



Your fire assembly point is:

[insert assembly point here]

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- If anyone is missing from the register, the emergency services will be informed.
- If the register or contact cards are not available the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the session leader will assume responsibility or nominate an alternative member of staff.

**Wickwar Out of School Club
Fire Drill Record**

Date of fire drill:	Time of drill:	
Number of participants		
Adults	Children	
Register checked by:		
Time taken to clear building:		
Observations or comments		
What can be done to improve the drill?		
Signed:	Name:	Job Title:

