

# Fire Safety Policy

## Policy Statement

It is the policy of Dainty Little Hands Ltd. Out of School Clubs as part of its health and safety policy to ensure that the risk of fire is minimised by undertaking regular risk assessments, having in place suitable fire precaution systems and to have robust procedures for the evacuation of the building in case of fire. It is mandatory for all staff to receive regular Fire Safety Training including training in the contents of the Emergency Plan. This training will take place 12-monthly. In addition, the 6-monthly Fire Evacuation Drills taking place at Dainty Little Hands Ltd. Out of School Clubs premises will be recorded as staff training.

Our policy is that:

1. No life be put in jeopardy in any way whatsoever.
2. Evacuation procedures are tested termly.
3. Possessions, equipment, etc. are replaceable and no person’s life or an injury to a person is worth their rescue.
4. The responsible person will undertake a fire safety risk assessment on a regular basis.
5. Suitable fire precaution systems are implemented and followed.
6. Fighting any fire is only undertaken when there is no risk to a person or persons and that person to have received appropriate training.

It is the responsibility of all of the team to carry through this policy.

## Procedure in the Event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. It is the duty of all staff to make themselves familiar with the agreed emergency evacuation procedures. As part of the regular review of the risk assessment, the arrangements for ensuring fire safety will be under continual review.

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## Arrangements for Ensuring Fire Safety

1. **Emergency Evacuation Procedures**

* It is the responsibility of individual members of staff to ensure the safe evacuation of all children for whom they are responsible, to a previously designated place of safety.
* When an alarm sounds, children should be marshalled in an orderly fashion following the nearest escape route and, if possible, any open windows should be closed. One adult should lead. The person responsible will bring up the rear with the attendance register. If possible, doors should be closed behind the group, gas and electrical appliances turned off. It is important for staff to be familiar with alternative escape routes in the event that the primary route is blocked.
* Any staff or children with a disability should have an agreed personal evacuation plan in place which will ensure they are provided with suitable assistance to ensure their safe evacuation.
* The group will assemble at the predetermined place of safety, which is detailed on the main information board. On arrival, names should be checked against the attendance register, which can be found on IPAL using the Club tablet.
* The person responsible for summoning the fire brigade is the Club Manager.
* If someone is missing, the building should not be re-entered, but information should be given to the fire brigade for them to make a search. Nobody should re-enter the building until being given express permission to do so by the senior fire officer present.
* **Fire Warning Equipment**
* The building is equipped with fire warning devices designed to activate the alarm system in the event of a fire. The warning of a fire will be a bell or siren, which will sound continuously.
* Call buttons are located throughout the building. In the event of a fire, the glass should be broken, and the alarm will automatically sound.

1. **Fire-fighting Equipment (Fire Extinguishers, Fire blanket)**

* Fire-fighting equipment is located throughout the premises. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting.
* Staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.
* No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

1. **Evacuation Drills and Equipment Tests**

* On a termly basis, there will be drills to test the emergency evacuation procedures, together with tests of the audible fire alarm equipment.

1. **Good Housekeeping**

* Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks.
  1. Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
  2. Portable electrical equipment should be checked annually.
  3. Rubbish should not be left lying around.
  4. Care should be taken to avoid large flammable displays along escape routes.
  5. Escape routes should always be kept clear and fire exit doors never blocked.
  6. Outside rubbish should always be stored in a secure, locked compound located away from the building.

1. **Outside Security**

* Precautions on Outside security are taken to avoid the risk of arson.

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_02/08/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Policy review date: | \_\_\_\_\_\_\_\_\_\_\_\_\_01/08/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Remember your training

Report the location of the fire to others in the building if it is safe to do so and sound the alarm immediately.

Evacuate at once using the nearest available exit.

DO NOT:

Run, collect personal belongings, or use the lift (if one is installed)

Once outside, remain at a safe distance from the building, preferably on the opposite side of the road.

Do not re-enter the building until you are advised by the Fire Brigade that it is safe to do so. No one else has this authority.

Inform the Support Manager(s) of the situation.