623 Out of School Club

**Fire Safety and Risk Assessment**

623 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 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 clearly displayed.

# 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 the oven is turned off when it is not been used.
* 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, the register and phone will be collected, providing that it is safe to do so.
* All doors and windows will be closed 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.
* The manager will use the emergency contacts on the club phone to contact parents or carers. If the numbers are not available the club’s chair or treasurer will be contacted for the access to the telephone numbers kept off site.

# Responsibilities of the Fire Safety Officer

The Club’s Designated Fire Safety Officer is Tracey Dore. 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:[//w](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/f)ww[.gov.uk/government/uploads/system/uploads/attachment\_data/file/14899/f](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/f) sra-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.

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| This policy was adopted by: Emma Collins | Date: 29/11/22 |
| To be reviewed: 29/11/23 | Signed: |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.56]*