

ALL SAINTS BEFORE & AFTER SCHOOL CLUB

Fire Safety

Our Club understands the importance of vigilance to fire safety hazards. 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.

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 by the main school.

The Manager is the appointed designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place once a term and staff will be informed of when these will occur.

Once a year, the Club will hold a fire drill without prior warning.

All fire drills and fire incidents will be recorded in the Incident Record book. The information recorded includes :

- Date.
- The time taken to evacuate.
- How many children took part.
- How many staff took part.
- Comments.
- The document is completed by the Manager/Deputy and signed.

Fire Prevention

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

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is always observed.
- 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. If the Club is operating in the hall, they will exit via the Study Area to the assembly point at the far left of the playground with all members of staff. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation. If there is a fire in the study area the Club will exit via the school hall onto the Y1/Y2 playground and if necessary, the grassed area the other side of the fence.

The hall, study/after school room, and toilets will be checked by the Fire Safety Officer, the register and emergency contact book and mobile phone 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 Manager is absent at the time of an incident, the Deputy Manager will assume responsibility or nominate a replacement member of staff.

This policy was adopted by the Management Committee.

**Date : September 2009/December 09/January 2011/January 2013/
January 2015/January 2017/January 2019/ January 2021**

Review Date: January 2023

Agreed & Signed By : (Manager)

..... (Chairperson)