

Fire Safety Policy

To meet the requirements of the Fire Safety Order 2005, Jenny Brough is responsible for fire safety and is known as the responsible person.

As 'responsible person' you must:

- **Carry out and regularly review a fire risk assessment** of the premises
- Tell staff about the risks you have identified
- Put in place, and maintain appropriate fire safety measures
- Plan for an emergency
- Provide staff information, fire safety instruction and training.

Fire risk assessments

As the 'responsible person' you must carry out and regularly review a fire risk assessment of the premises. This will identify what you need to do to prevent fire and keep people safe. **You must keep a written record of your fire risk assessment if your organisation has 5 or more employees.** This could be part of your overall risk assessment.

The Five Step Checklist

1. Identify the fire hazards.
2. Identify people at risk.
3. Evaluate, remove or reduce the risks.
4. Record your findings prepare an emergency plan and provide training.
5. Review and update the fire risk assessment regularly. (Annually or when any changes are made)

All staff will be made aware of the fire risk assessment and fire safety procedures and will understand their individual responsibilities within the prevention and evacuation procedures.

Fire Evacuation Procedure

- On discovering a fire, operate the nearest fire alarm point immediately.
- Do not stop to collect any belongings, or to put shoes or coats on.
- Under no circumstances must a member of staff try to tackle the fire.
- All windows and doors should be closed when leaving the building, if possible, to prevent the fire spreading.
- The Senior Worker collects the **Register, Registration Folder**, mobile phone and setting's keys, and checks toilets, whilst deputy worker escorts the children to the assembly point.

- Assembly point is outside the main doors and to the right, in the front garden of St Anne's Church and at the top of the drive way to the scout hut on St Anne's Terrace at the scout hut.
- On reaching the assembly point a senior staff member should call the register.
- The Deputy Play leader telephones the Fire services, stating:
 - I. Name, address, telephone number
 - II. Type of fire, if it is known
 - III. If anyone is trapped or hurt or missing
- All Playworkers should remain calm and reassure children whilst waiting for emergency services.
- When fire service arrive, they need to be informed of:
 - Last known location of missing person (if applicable)
 - Last known location of fire
- Under no circumstances must anyone return to the building, until the fire brigade says it is safe to do so.

Fire prevention procedure

- Entrances and exits will remain clear and accessible at all times.
- There is a no smoking policy in place on the premises.
- Use of electronic and other hazardous equipment will be supervised at all times.
- Staff will undergo fire safety training where necessary and appropriate.
- We will risk assess our club and activities in order to promote fire prevention. (*Avon Fire & Rescue has the most comprehensive and can be found on their website <http://www.avonfire.gov.uk/business-safety/fire-risk-assessments>)*

NB: *If you are in rented premises your Landlord needs to have completed a risk assessment for the whole building. You then need to complete your own which should mirror theirs with additional measures detailed for the care of children and the activities you do.*

- All of our electrical equipment will be PAT tested by an approved electrician.
- We will aim to have appropriate fire detection equipment that is in working order i.e.: smoke alarms
- We will aim not to overload plug sockets.

For further information:

Fire Safety Risk Assessment Chart -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf

