

Out There Early Years 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

- Identify the fire hazards.
- Identify people at risk.
- Evaluate, remove or reduce the risks.
- Record your findings prepare an emergency plan and provide training.
- 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. At East Winds, this is the fire bell and at St Luke's we use the whistle.
- 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 staff member collects the **Register, Registration Folder**, mobile phone and setting's keys, and checks toilets, whilst deputy staff member escorts the children to the assembly point.
- At East Winds, the Assembly point is at the top of the lane and at St Luke's it is Old Pooles Yard, BS4 4SL (all staff to be shown these points during induction).
- On reaching the assembly point a senior staff member should call the register.
- The Deputy Play leader telephones the Fire services, stating:
 - Name, address, telephone number
 - Type of fire, if it is known
 - If anyone is trapped or hurt or missing
- All staff should remain calm and reassure children whilst waiting for emergency services.
- When the fire services 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 Safety and Prevention at Forest School Site

- There is separate fire risk assessment for fire risk at the forest school site.
- Forest school Leaders are trained to have campfire safely as we have a fire code, separate to the forest code.
- If there was a fire that leaders could not put out themselves e.g. a forest fire, or on discovering an out of control fire at the site, staff follow the procedure below:
- The Senior staff member collects the **Register, Registration Folder**, mobile phone and setting's keys, whilst deputy staff member escorts the children to the assembly point. The assembly point is

- over the bridge at on the grassy area.
- On reaching the assembly point a senior staff member should call the register.
- The Deputy Play leader telephones the Fire services, stating:
 - Location of fire
 - Type of fire, if it is known
 - If anyone is trapped or hurt or missing
- When the senior leader is sure everyone is safe, return to the Scout Hut.

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

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| This policy was adopted by: Out There Early Years | Date: May 2017 |
| To be reviewed: May 2018 | Signed: Jenny Brough |

