



# Health & Safety Fire safety and fire risk assessment

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## Reviewed

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## Fire safety and fire risk assessment

### Fire Procedure

Fire Drills will be carried out a minimum of once in every six weeks. Due to the differing patterns of attendance of children and staff, dates and times of Fire Drills will be varied to ensure that all children and staff take part.

A record will be kept ensuring all children and staff have taken part in a fire drill each six weeks.

Regular Fire walks are performed to get the children used to holding the rope and not to be frightened. This is used to re-inforce listening to the whistle and to stop and listen for instruction.

### Emergency Evacuation

In the event of a fire occurring or a need to evacuate the building quickly the procedure is as follows:

1. On seeing or identifying a danger the whistle will be blown, alerting the children and staff to danger.
2. The person blowing the whistle will state what and point of evacuation.
3. The staff will reinforce the STOP and LISTEN message by saying the words and using actions.
4. The exit route will be announced asking the children to form a queue (normally manager or deputy.)
5. Only if safe to do so get coats and shoes or if not safe just leave them.

In a real emergency we cannot wait to get coats and shoes on as it may not be safe.

**Do not delay children evacuating the building by putting on coats and shoes.**

6. If safe to do place coats and shoes not on the children in bucket for children to put on once safe. If not safe to collect LEAVE
7. One member of staff (normally deputy) will collect the Ruck sack (At main entrance) and check the register is inside, there should always be list of children inside rucksack.
8. If already outside go to exit with rope and ask children to come to gate to collect rope hoop.



9. This person will also get the rope hold the first loop and pass rest of rope and loops to second staff member (They will also direct other staff on passing rope out)
10. At the exit as the children leave, they will be given a rope to hold onto with one hand with an adult at the front and back to ensure all children leave safely and stay together. Ensure any children outside are collected as you leave and added to the rope. Make sure an adult is placed with the most vulnerable children if available and evenly distributed on rope i.e. younger or SEN children have an adult near. Then take up position at end of the rope.
11. Rest of staff ensure children are holding on, listening, safe and exiting building asap holding onto rope.
12. Fire Marshall (normally manager) will get keys to the building and work phone to notify Fire department and parents if safe to do so.
13. If only two members of staff present one will leave with the children to take them to safety whilst the other checks the building is empty.
14. The children will be led to the centre of the car park. Ensure they hold the rope at all times and keep them calm. (Daily fire walk prepares the children so they should not become overwhelmed or frightened)
15. The fire marshal must check both the changing rooms, back toilets, kitchen, main hall, bar area and bar toilets to ensure no one- left. If safe to do so close any doors and windows to impede the spread of fire and smoke.
16. Once in the meeting point, the responsible adult will carry out a head count of the children and staff and take the register if available.
17. Adults must reassure the children and keep them calm through distraction techniques. Assign any children in need of closer monitoring to a named adult.
18. Wait for the firemen to assess the situation.
19. When safe and accounted for Parents will be contacted to collect their children. Two members of staff will remain with any uncollected children.
20. No one is to re-enter the building until it has been deemed safe by the fire officers.