

Fire Safety and Risk Assessment policy

Knutz 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 the position of fire extinguishers.
- Children are introduced to the fire safety procedures during their induction into the setting and through regular fire drills.
- Fire drills are conducted at least once each half term 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.
- All fire drills are recorded in the Fire Drill Log.
- The academy has notices explaining the fire procedures which are positioned next to every fire exit. - check

Fire prevention

The club takes steps to prevent fire occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Academy No Smoking policy is always observed.
- Checking club electrical equipment for frayed or trailing wires.
- Where possible by unplugging club electrical equipment before leaving the premises.
- Storing any potentially flammable materials safely.

In the event of a fire

- If appropriate the manager will raise the alarm and call the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The Fire Safety Officer or a nominated member of staff will check the premises and will collect the register (including emergency contact details) providing this does not put anyone at risk.
- Before leaving the building, the Fire Safety Officer or a nominated person will close all accessible doors and windows 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 contact parents to collect their children. If the register is not available, the manager will obtain the off-site emergency contact list.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parents or carers cannot be contacted the Uncollected child procedure will be followed.
- If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer

The club's designated Fire Safety Officer is **Jayne Marks**. 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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-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 and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

Policy adopted by	Knutz Out of School Club
Version adopted	01 July 2022
Due for review	July 2024

Signed: 
Owner/Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding & Welfare Requirements: Safety & suitability of premises, environment & equipment, Premises [3.56] and Risk Assessment [3.65]*