

## **Daisy Club Out of School Club Fire Safety and Risk Assessment**

At the Daisy Club we understand the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills are conducted at least once a month 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.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded in the **Fire Drill Log**.
- The Club has notices explaining the fire procedures which are positioned next to every fire exit.

### **Fire prevention**

The Club will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

### **In the event of a fire**

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted out of the building to the assembly point using the nearest marked exit. **The Daisy assembly point is on the top annex playground**
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building 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.
- If the register is not available the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.

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- If the Fire Safety Officer is not present at the time of the incident, the deputy manager will assume responsibility.
- If the club has to close due to a fire or evacuation Daisy club can take the children to safety in St John's church hall until parents can collect them.

### **Responsibilities of the Fire Safety Officer**

The Club's Designated Fire Safety Officer is **Kerry Zammit**. 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://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14899/fsra-5-step-checklist.pdf](https://www.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.

### **FIRE EVACUATION EXIT POINTS**

**Main play room - Hall** - All children to line up at the main entrance / fire exit door. Staff to escort children onto the annex playground where the register is taken.

**Tv Room** - Fire exit point through hall or through early years access door. Also through music room door

**Chill out room1** - Music room- exit point via door in room

**Chill out room /Games room** - Exit point via door facing room or through main doors leading to car park. Children are then escorted to annex playground where all children and staff are registered.

**Kitchen** - Exit point via kitchen door or main doors to the hall

**Toilet's** - via nursery entrance door or door leading to keystone 1 playground

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This policy was adopted by:K Zammit	Date:03/09/2018
To be reviewed: 03/09/2019	Signed by : K Zammit

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*