



Essex After School Clubs

Fire Safety Policy

Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment

Fire Safety

Essex After School Clubs understands the importance of vigilance to fire safety hazards. The Club has up to date notices explaining the fire procedures that are positioned around the club area. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy. (EYFS Requirement: 3.55-Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and must have a fire evacuation procedure.)

Children will be made aware of the fire safety procedures on regular occasions. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside. *(EYFS Requirement 3:55-Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.)*

Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The Manager will be responsible for arranging fire drills and tests. Fire drills will take place half termly and staff may or may not be informed of when these will occur.

All fire drills, fire incidents and equipment checks will be recorded in the Fire Drill log Book. Managers will receive fire safety training.

Fire Prevention

The Club will take all steps possible to prevent fires occurring. As such, the Manager and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Storing any potentially flammable materials safely.

The Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

In the event of a fire

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Manager and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Manager will close all accessible doors and windows to prevent the spread of fire.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.