

HOLIDAY CLUBS FIRE PROCEDURE

The School understands the importance of vigilance to fire safety hazards. We will ensure that there is an up to date fire certificate and notices explaining the fire procedure are positioned next to every fire exit. All staff, students and volunteers are aware of the fire safety procedures set out in this policy. The Playleader will ensure that fire procedures are displayed according to the School's requirements.

Advice from Worcestershire's Educational Psychologists states that we should not carry out fire alarm tests/drills during clubs. Children have specific routines learnt at their special schools, and in most cases, learning new routines for the club would stress or confuse the children.

However, we do fully appreciate the need for staff to be practised and confident in evacuation procedures in the event of a fire. We place a huge emphasis on the staffing team being confident enough to lead children out of a venue in case of a fire.

At the beginning of each week of a club, and at the start of a day for any new staff member or volunteer/visitor, the staff are all shown the fire alarm evacuation procedure during their induction and fire safety is discussed at the beginning of every club. The Playleader is responsible for ensuring that staff know what to do in an emergency and that any drills or procedures undertaken with the staff out of hours are recorded.

- Staff will be informed upon arrival that a fire drill will occur that morning, in the half hour before the children arrive.
- The Playleader must assign a fire safety officer for each club, who is responsible for ensuring that every staff member, volunteer or visitor knows what the fire evacuation procedure is.
- A time will be agreed so that all staff are aware when the drill will start without the necessity of sounding a distressing and confusing alarm.
- Staff will act out, directing their children towards the designated collection point as per fire drill procedures.
- Each Key Person is responsible for evacuating the child(ren) assigned to them for that day. If a staff member is caring for another staff's child whilst they are toileting or on a break, they are responsible for safely evacuating the child as well as their own.
- The staff member nearest the Admin desk must bring registers and all medication for the children.
- The last member of staff to leave the building checks on their way out that all children have been evacuated.
- The staff member nearest to the toilets checks all children and staff are evacuated from the area.
- Once all staff and children are outside, Take a count to check that everyone is present.
- The register will be called and the Key People will ensure that they respond for their children who will not communicate verbally.
- The Playleader is responsible for recording the drill including venue, date, time, numbers of staff and children, time taken to evacuate building, and any hazards or fire exit blockages.

If the fire alarm is activated at any time but none of the staff sounded the alarm, you must perform the fire evacuation procedures and once everyone is safely at the designated assembly point, the Playleader will call the local fire brigade.

In the event of a fire:

1. The person discovering the fire should raise the alarm
2. All staff must escort children out through the nearest fire exits
- 3. Do not stop to collect possessions**
4. The Fire Safety Officer (FSO) will check all rooms and collect the register and children's emergency contact details, if safe to do so.
5. On exiting the building the FSO will close all accessible doors and windows to prevent the spread of fire, if safe to do so.
6. The FSO will join the others outside and will take the register to ensure that everyone is present. The leader must call 999 for a fire emergency.
7. If someone is missing from the register, the emergency services must be informed immediately.
8. Do not enter the building again until instructed to do so by the fire service
9. In case of the building being damaged, contact parents and carers and arrange for children to be taken home

REMEMBER

- All staff should ensure that they are aware of all fire escape routes out of the building, location of pressure points and where fire safety equipment is stored
- Any obstacles to fire exits are removed, and the fire doors are never locked
- A fire drill should be held before the children start at the club. This should be recorded in the Incident book.
- All visitors and staff MUST sign in and out
- Make sure children are reassured and kept calm

An individual venue plan will be displayed by the Playleader in the setting, usually a copied version from the school's file and will detail fire exits and meeting points for staff and children. This must be shared with the staff during their induction/training week prior to the club starting.

A fire evacuation poster with instructions must be on view in rooms in use.

The Fire Safety Officer must ensure all Fire Extinguishers are in date. If out of date, the school must be notified as a matter of urgency.

Fire evacuation plans should be on the risk assessment forms.

A register should be taken of every person entering and leaving the building, which, in the event of an emergency evacuation should be taken to the assembly point by the person with overall responsibility.

All fire and escape routes must remain unobstructed at all times and external doors must never be locked when the building is occupied.

In the event of a bomb warning the fire alarm should be sounded and the building evacuated as if for a fire. The police should be notified immediately and no entry should be made into the building until clearance is given by the police.

Playleaders must display Fire Procedures for their venue in every room.

Playleaders must ensure they have a written diagram of the areas they are using, which clearly shows exits, extinguishers and evacuation points. This should be clearly displayed in each room in use.