

## **FIRE SAFETY & PROCEDURES**

**Roundabout understands the importance of vigilance to fire safety hazards. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy.**

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Only dry powder extinguishers are only used at the club.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasion from then on. 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.

Fire exits are always kept closed but never locked. Fire extinguishers and fire alarm systems are regularly checked by the Site Manager for the school and an annual inspection by the Fire Authority. The date of the inspections is recorded on the fire extinguisher. The Manager will check that this is done on a regular basis.

The Deputy Manager will be responsible for arranging fire drills and will monitor such drills. Fire drills will take place periodically and staff will be informed of when these will occur. All fire drills are recorded in a book. Fire incidents will be recorded in the Incident Record book.

Every half term, the Club will hold a fire drill without prior warning.

### **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.
- 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.

A member of the Management team will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

The Manager will arrange for all electrical equipment to be checked in line with our policies and procedures (PAT testing).

## **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 members of staff know their role, should there be a fire. (See attachment)

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 club area will be checked and the register will be collected, providing that this does not put anyone at risk. On exiting the building, all doors will close automatically.

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. If for any reason the register is not to hand, the Manager should access the emergency contacts list that is kept off the premises (for further details see the Documentation and Information policy).

## **USE OF FIREFIGHTING EQUIPMENT:**

Attempts to use any firefighting extinguishers should only be made if:-

- You as an individual have been trained/instructed by a competent person and
- If the fire is only a small outbreak which you have seen start and believe is safe enough to tackle. Children however will be removed from the building by other members of staff, to keep them safe and avoid panic.

## **FIRE SAFETY PROCEDURES:**

### **MAIN FIRE EXITS:**

- At the end of the corridor from the dining room, past the toilets and into the school playground (School exit point 6).
- From the dining room, straight into the school playground (School exit point 7).
- Roundabout parents/carers door to the car park (School exit point 8).

### **ASSEMBLY POINT:**

At the far edge of the playground, opposite to the furthest side of the school hall.

**NOTE - Take your attendance record, mobile phone and emergency list with you to the assembly point**

### **HOW TO RAISE THE ALARM:**

- **SOUND FIRE ALARM**—please be aware of the locations of all Fire Alarms.
- Dial 999 or alert someone.

### **HOUSEKEEPING:**

- Maintain and keep all corridors, passages and fire doors free from obstruction
- Keep flammable substances in fireproof containers when not in use
- Do not allow combustible materials to accumulate.