

D.P.S.

Out of School Club

**Fire Safety
Policy**

FIRE SAFETY POLICY

Principle

DPS Out of School Club believes that the safety of those in our care is of utmost importance. We endeavour to provide the children with a healthy, safe and stimulating environment in which to work and play.

Statement of Intent

At DPS Out of School Club management endeavours: to ensure that a high level of health and safety is maintained at all times for all those coming into contact with our setting; all children, parents, staff and volunteers are aware of health and safety issues; to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

DPS Out of School Club regards the safety and well-being of all the children within our care as paramount. It is therefore our policy to provide children with a safe environment in which to play, learn and develop.

Procedures

Fire safety

- Children will be introduced to the fire safety procedures through regular fire drills.
- Fire drills will be practised monthly and a Fire Drill Log kept. This will include a record of the date, children/adults present, route and time taken.
- Staff and children will be made aware of the fire exit routes and assembly point.
- All staff are made aware of their designated duties in the event of an emergency.
- New staff members / volunteers will be made aware of such procedures through their induction.
- Fire extinguishers, fire alarms and smoke alarms are tested in accordance with manufacturer's guidance.
- Fire exits are clearly labelled and remain unobstructed at all times.

Fire Prevention

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

- Carrying out daily risk assessments.
- Ensuring that power points are not overloaded with adapters.
- Ensuring that the Non-Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Switching off all equipment before leaving the premises.
- A fire risk assessment will be carried out by a competent person.

In the event of a fire

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe.

In the event of a fire within the afterschool Club or on the sound of the alarm the person in charge and staff team will begin the evacuation procedure.

- Each staff member will carry out their designated role and escort the children from the building to the assembly point using the nearest safest exit.
- If appropriate the Leader (or in her absence the Deputy Leader) will ring the emergency services.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including contact details) providing that this does not put anyone at risk.
- Before leaving the building the designated person will close accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person is missing the emergency services will be informed immediately.
- The Leader / Deputy Leader will contact parents to collect their child.
- All children will be supervised until they are safely collected.

Links with other policies:

Health and Safety Policy

Managing Emergencies

Collection Policy

Child Protection Policy

Managing the Risks Associated with the Individual Service User

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed:
(on behalf of the management team)

Position:

Date:

Reviewed on:

Date: Signed:

Date: Signed:

Date: Signed: