

POLICY NO.42 FIRE SAFETY POLICY**REV: 05 DATE: 02.08.2022****Statement of Intent:**

At Scamps and Scholars, we believe that the safety of children, parents, staff and volunteers is of paramount importance. We make children, parents, staff and volunteers aware of the dangers of fire and how to react if they ever experience a fire at our service. Our service complies with all legislation relevant in the area of safety and fire prevention.

Procedures**Fire Safety**

- Fire drill practices take place monthly to ensure that all children and staff are familiar with fire procedures, should a fire take place. Days & times of fire drills are changed so that every child attending the service is involved in the practice.
- Staff discuss with the children the reasons for the fire drills sometimes before and always after each drill.
- Records of the fire drills are kept detailing the day, time, duration and difficulties encountered in evacuating children and staff from the premises. Difficulties during fire drills are dealt with immediately.
- Fire drill instructions indicating exit routes and the fire assembly point outside the building is clearly displayed in each room.
- Staff attend regular fire safety training.
- A member of the management team will normally act as fire warden. This person will normally be the “person in charge”, detailed and displayed at the reception desk daily, unless the manager is on site and then he/she will act as fire warden. The manager will defer to the deputy manager in his absence and so forth to the supervisors.
- Smoke detectors, fire extinguishers and fire blankets are available as recommended by the Fire Safety Officer and serviced annually. Written records are kept of the monthly checks of the fire fighting equipment.

Fire Drill***Raise Alarm***

The person discovering the fire will immediately sound the fire alarm via the alarm panel or a break glass unit.

Evacuate Building

The senior person in each room will take the register/roll book and then assist the other staff in the room to evacuate the children to the appointed assembly area.

Designated non childcare staff (administrator and or cook) will proceed to the Wobbler / Toddler room to assist the staff in these room to evacuate. (see

procedure attached)

Individual evacuation plans are associated with all areas in the building.

Staff will be trained on these plans periodically.

The person in charge checks all areas of the service to make sure that there no persons left in the building.

No one is permitted to enter the building after all areas have been checked and cleared.

The person in charge will attempt to close any doors that have remained open during the evacuation.

Designated person checks children and staff present against the register

Call Fire Brigade

The person in charge or other designated person calls the fire brigade from a mobile phone.

Training

Training in this area will be undertaken annually and detail all fire appliances, break glass units and assembly points. This may take the form of class room training or may be presented in memo form.

Approval Date: _____

Implementation Date: _____

Signed: _____
(On behalf of the Board of Directors)

In Case of fire follow the following actions



If you discover a fire:

Sound the alarm

Dial 112 / 999 to call the fire brigade

Evacuate the children in your care and yourself via the nearest exit that is furthest from the fire location

If possible and you feel confident tackle the fire with the appliances provided but do not endanger yourself or others in doing so - evacuation first Fire tending second

Always have your back to an exit if you are tackling a fire

If you hear the fire alarm

Leave the building by the nearest exit

If supervising an activity you should gather your group and ensure that all leave the building by the nearest exit in an orderly fashion

Bring any sign in sheet / Roll Book with you when you are leaving

Close all doors behind you

Report to the assembly point and take a roll where necessary

Using the The Sign in Sheet / Roll Book a full count of all children and staff should be taken at the assembly point to ensure that everyone has vacated the building

Once all persons have been evacuated the manager or other nominated person will check the premises where possible & appropriate

Do not stop to collect personal belongings

Never re-enter the building for any reason

unless authorised to do so

Do not take risks

Fire evacuation Plan A - Wobblers (V1 Jan 2019)

- On hearing / sounding the fire alarm or call to evacuate, the staff members in the room should desist all activities immediately.
- All children should be gathered together and organised for evacuation.
- Do not stop for personal belongings.
- All ancillary staff in the building including, Kitchen cook, administrator 1 & 2 and also if present the deputy manager and manager will present to the room to assist in lifting / walking children from the room to the assembly point.
- Ensure windows are closed on leaving the room if possible.
- Ensure all doors are closed behind you on exiting the room and building.
- Bring the active roll sheet for the room to ensure a comprehensive roll call can be made at the assembly point.
- The most senior person in the room should lead the evacuation.
- Leave the building by the furthest exit from the fire
- Proceed to the designated assembly point.



Exit via main door if possible & proceed to the closet exit that is furthest from the



Additional staff to assist in evacuating this room are kitchen cook, administrator 1 and 2, deputy manager, manager and staff cover 1

If additional staff are not required in this room please present yourself to the Toddler room

Fire evacuation Plan B - Wobblers (V1 Jan 2019)

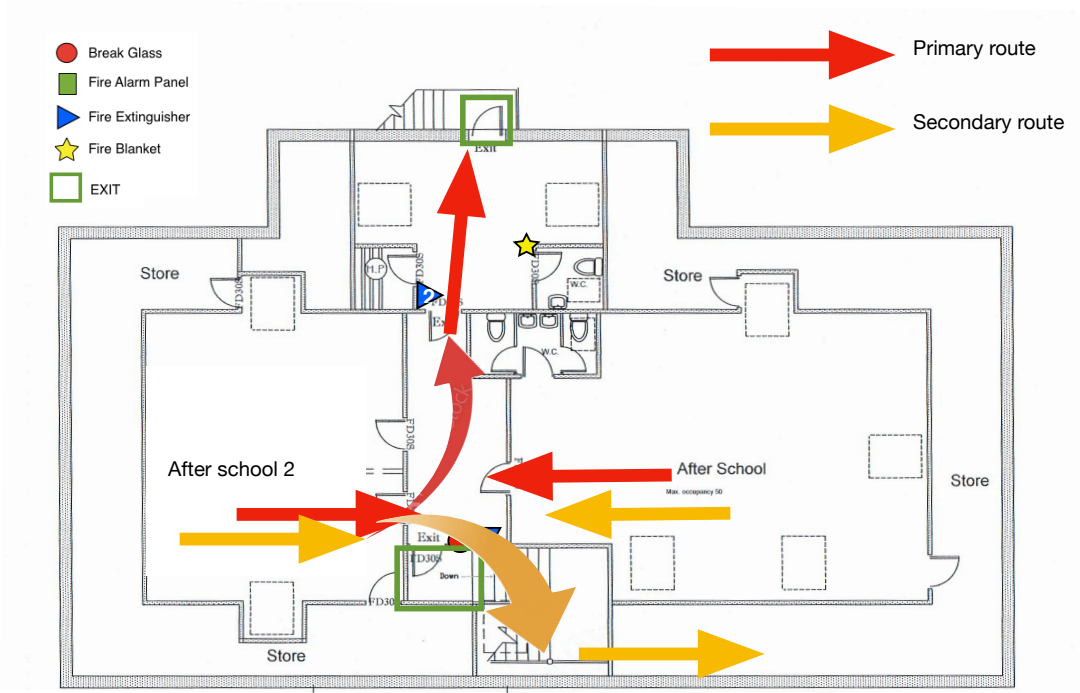
- Should additional assistance be unavailable from ancillary staff then the children will have to be evacuated through one of the windows in the room.



The process would operate as follows:

- Staff member 1 member can exit the room by the door (if safe to do so) or exit via the window & locate themselves outside the window of the room.
- Staff member 1 should turn in the two end barriers to corral the space (position 2). A mat or other similar item from the room can be placed in this area.
- Staff member 2 should hand the children out the window to staff member 1 in a clam and precise manner.
- Once all children have been exited from the room staff member 2 should join staff member 1 outside the Wobbler room with the roll book.
- If possible both staff should bring the children to the assembly point.
- If there are a lot of non walkers, wait for additional assistance to arrive via other staff members.





First floor - After school evacuation routes



On hearing the fire alarm stop what you are doing and prepare to evacuate the building



Follow the instructions of the staff



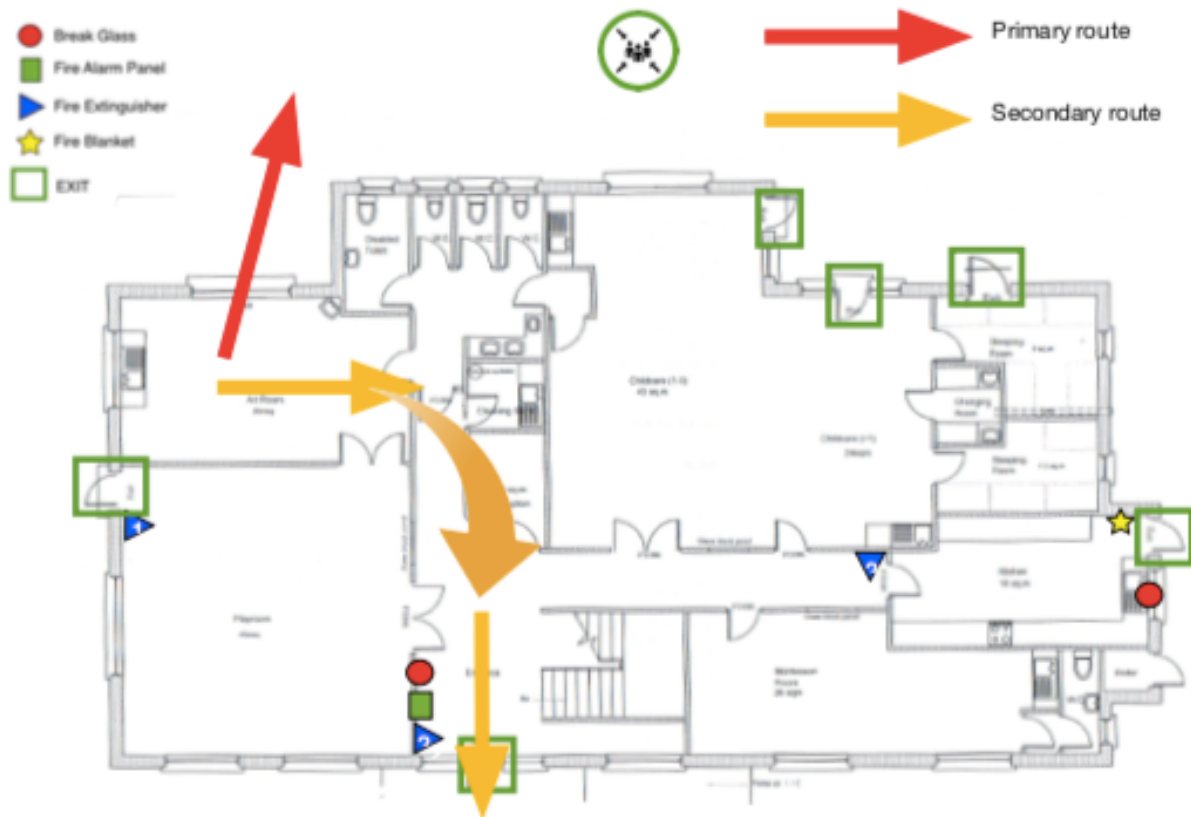
When told to do so, make your way to the nearest exit and evacuate the building by the most appropriate route, which will be the exit furthest from the potential fire.



Don't stop for personal belongings



Make your way to the assembly point at the rear of the building in an orderly fashion



Ground floor - After school evacuation routes



On hearing the fire alarm stop what you are doing and prepare to evacuate the building



Follow the instructions of the staff



When told to do so, make your way to the nearest exit and evacuate the building by the most appropriate route, which will be the exit furthest from the potential fire.



Don't stop for personal belongings



Make your way to the assembly point at the rear of the building in an orderly fashion