

The Den After School Club Fire Safety Policy

Purpose

The Den After School Club is committed to ensuring the safety of all children, staff, volunteers, and visitors in the event of a fire or related emergency. This Fire Safety Policy outlines procedures to prevent fires, ensure safe evacuation, and comply with fire safety regulations.

Scope

This policy applies to all individuals present at The Den After School Club during operational hours, including children, staff, volunteers, Parents/Carers, and visitors.

Policy Statements

Fire Prevention

- All electrical equipment will be regularly inspected and maintained to prevent faults.
- Flammable materials will be stored safely and kept away from ignition sources.
- Smoking/vaping is strictly prohibited on club premises.
- Staff will ensure pathways, exits, and fire routes remain clear of obstructions at all times.

Fire Detection and Equipment

- Smoke detectors and fire alarms will be installed throughout the premises and tested weekly to ensure functionality – this remains the responsibility of All Saints PCC.
- Fire extinguishers, fire blankets, and other firefighting equipment will be maintained, inspected annually, and placed in accessible locations – this remains the responsibility of All Saints PCC.

Fire Evacuation Procedures

- **Upon Discovery of a Fire:**
 - Activate the nearest fire alarm to alert others.
 - Evacuate immediately, following designated escape routes
 - Report to the designated assembly point located at the bottom of the church graveyard.
 - In the event that the fire prevents you from exiting the building, consider using the fire extinguisher available
- **Staff Responsibilities:**
 - Guide children and visitors calmly to the nearest safe exit.
 - Close doors behind you to slow the spread of fire, if safe to do so.
 - Take the attendance register to the assembly point and confirm all children and staff are accounted for.
 - Report any missing persons to the Club owner or emergency services immediately.
- **Children's Responsibilities:**
 - Follow staff instructions promptly and walk calmly to the assembly point.
 - Remain silent at the assembly point for attendance checks.
- **Club Manager:**

- Liaise with emergency services, providing details of the incident and any missing persons.
- Ensure no one re-enters the building until authorized by the fire service.
- **Visitors and Parents/Carers:**
 - Follow staff instructions during evacuation and proceed to the assembly point.
 - Parents/Carers must not enter the premises during an evacuation until given the all-clear.

Fire Drills

- Fire evacuation drills will be conducted at least once per term to familiarise children and staff with procedures.
- Drills will be timed and evaluated to ensure efficient evacuation and identify areas for improvement.
- Records of drills, including outcomes, will be maintained.

Training

- All staff will receive fire safety training upon induction and annually thereafter, covering evacuation procedures, use of firefighting equipment, and risk awareness.
- Age-appropriate fire safety education will be provided to children, emphasising the importance of following instructions during an emergency.

Incident Reporting and Review

- All fire-related incidents, including false alarms, will be documented with details of the event, response, and outcomes.
- A post-incident review will be conducted to assess the effectiveness of procedures and implement necessary improvements.
- Significant incidents will be reported to relevant authorities as required.

Communication

- Parents/Carers will be notified promptly following any fire incident, with instructions for pickup if necessary.

Compliance

- The Den After School Club will comply with all relevant fire safety legislation, including regular risk assessments conducted by a qualified professional.
- Any identified risks will be addressed promptly to maintain a safe environment.

Date:17.06.25

Signed: *AGriffin*