

## **Fire Safety Policy and Procedure**

### **Aim**

To meet the requirements of the Regulatory Reform (Fire Safety) Order 2005, Jenny Tighe is responsible for fire safety and is known as the responsible person.

As 'responsible person' you must ensure the following take place:

- Carry out and regularly review a fire risk assessment of the premises, identifying any possible dangers and risks.
- Tell staff about the risks you have identified.
- Put in place, and maintain appropriate fire safety measures.
- Plan for an emergency.
- Provide staff information, fire safety instruction and training.

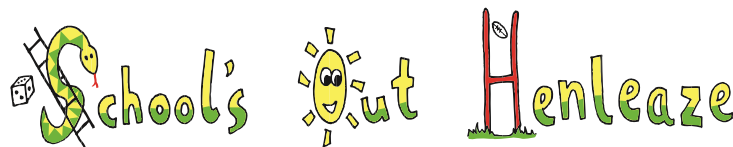
### **Fire Risk Assessments**

As the 'responsible person' you must carry out and regularly review a fire risk assessment of the premises. This will identify what you need to do to prevent fire and keep people safe. You must keep a written record of your fire risk assessment if your organisation has 5 or more employees. This could be part of your overall risk assessment.

### **The Five Step Checklist**

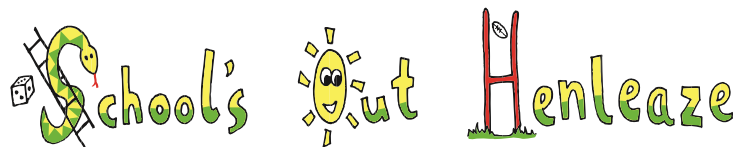
1. Identify the fire hazards sources of ignition, sources of fuel, and sources of oxygen.
2. Identify people at risk in and around the premises.
3. Evaluate, remove or reduce the risks. Provide general fire precautions to protect people.
4. Record your findings, share this information with other responsible people, prepare an emergency plan and provide training.
5. Review and update the fire risk assessment regularly. (Annually or when any changes are made). Make changes where necessary.

All staff will be made aware of the fire risk assessment and fire safety procedures, and will understand their individual responsibilities within the prevention and evacuation procedures. This will form part of staff induction.



## Fire Evacuation Procedure

- On discovering a fire, operate the nearest fire alarm point immediately.
- Do not stop to collect any belongings, or to put shoes or coats on.
- Do not attempt to tackle the fire.
- All windows and doors should be closed when leaving the building, if possible, to prevent the fire spreading.
- Nominated members of staff collect the register, mobile phone and setting's keys, and checks toilets, while other members of staff escort the children to the assembly point.
- Assembly points are:  
  
Henleaze Infant School: Wall next to the 'Friendship Bench' in Big Playground.  
  
Henleaze Junior School: Wall next to the bike sheds.
- On reaching the assembly point a senior staff member should call the register.
- A senior member of staff telephones the Fire services, stating:
  - Name, address, telephone number.
  - Type of fire, if it is known.
  - If anyone is trapped or hurt or missing.
- All Playworkers should remain calm and reassure children whilst waiting for emergency services.
- When fire service arrives, they need to be informed of:
  - Last known location of missing person (if applicable).
  - Last known location of fire.
- Under no circumstances must anyone return to the building, until the fire brigade says it is safe to do so.



## Fire Prevention Procedure

- We will risk assess our club and activities in order to promote fire prevention. (Avon Fire & Rescue has the most comprehensive and can be found on their website <http://www.avonfire.gov.uk/business-safety/fire-risk-assessments>).
- Entrances, exits, stairs and corridors will remain clear and accessible at all times.
- There is a no smoking policy in place on the premises.
- Use of electronic and other hazardous equipment will be supervised at all times.
- Maintain high standards of housekeeping; keep flammable materials away from ignition sources. This includes dust.
- Staff will undergo fire safety training where necessary and appropriate.
- We will aim not to overload plug sockets.
- All of our electrical equipment will be PAT tested by an approved electrician.
- We will aim to have appropriate fire detection equipment that is in working order i.e. smoke and fire alarms, which will be maintained and tested regularly.
- We will have suitable fire exit doors which lead to a final and safe place.
- We will have appropriate fire exit signs.
- We will identify a safe fire evacuation route, and an alternative if possible.

## Further Information

- Five Step Fire Safety Risk Assessment Chart:  
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist>
- A short guide to making your premises safe from fire:  
<https://www.gov.uk/government/publications/making-your-premises-safe-from-fire>
- Government fire safety guides for different types of premises (e.g., education, places of worship, assembly halls etc.):  
<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>