



15: Fire Safety and Lock Down

T-Club-6 understands the importance of vigilance regarding fire safety hazards. The School has an up to date fire certificate and notices explaining the fire procedures are positioned next to every fire exit. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy.

The Club will take steps to ensure the safety of children, staff and others on the premises in case of fire or any other emergency. There is an emergency evacuation procedure. There are appropriate fire detection and control equipment (for example, fire alarms, smoke detectors and fire extinguishers).

The Registered Person will ensure there is in place a clearly defined procedure for the emergency evacuation of the premises in the case of a fire.

All staff understand their roles and responsibilities in the event of a fire and are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.

Staff are trained in using basic fire-fighting equipment. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation.

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 kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The Manager is the designated Fire Safety Officer and will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur.

All fire drills and fire incidents are recorded on the Fire Incident Record. Fire Equipment checks are carried out and recorded by the school.

Although certification from the Fire Service is no longer relevant, due to the listed building status the school does have certification. The school annually review a Fire Safety Risk Assessment and implement and maintain a Fire Management Plan. The Club follows these recommendations.



Fire Risk Assessments

The Manager will ensure risk assessments as required under the Management of Health and Safety at Work Regulations and the Fire Precautions (Workplace) Regulations are carried out daily for the Club's activities and operations and for club related issues. The assessments will be used to identify fire risk hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

Fire Prevention

The Club will take all steps possible to prevent fires occurring. Checklists are in place to ensure all fire exits are kept clear and unlocked. All staff are required to participate in the fire safety training and are aware of all fire procedures.

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.

The Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

Fire Procedures

Procedures in the event of fire have been prepared and circulated to all staff. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each room.

Fire Drills

A fire drill will be held once every half term and relevant details recorded in the Fire Log.

- The designated Fire Officer is responsible for arranging fire drills and tests.
- Fire drill will take place once a half term at a time notified in advance to staff.
- Once a year a fire drill will take place without warning
- The fire alarms will be tested in accordance with the school's policy.
- Fire extinguishers and fire alarm systems are tested by a properly authorised firm in accordance with statutory requirements.
- Fire exits are clearly identifiable and will not be obstructed; all fire exits will be checked daily.

Near each fire exit there will be a notice explaining the fire procedures.



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 children will immediately be escorted out of the building and to the assembly point - basketball post nearest Priory Park, using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Fire Safety Officer and the register (IPad) will be collected, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire.

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 bookings system via an alternative method (i.e through a mobile phone or contact a committee member to log in). In extreme circumstances the committee will contact Magicbooking directly (for further details see the Documentation and Information policy).

If for any reason the designated fire safety officer (the Manager) is absent at the time of an incident, the Deputy Manager or Play Leader will assume responsibility or nominate a replacement member of staff.

In the event of Lock Down

There are occasions when it is necessary to follow a lock down procedure, such as:

- Hostile Intruder
- Civil Unrest
- Chemical Leak
- Radiation Leak
- Attempted Abduction (whether by an estranged parent or stranger)
- Major Incident in immediate vicinity (e.g car/plane crash etc)
- Out of control animals (e.g dogs, bees, etc)

Whatever the nature of the threat, the principle is the same: **SAFE, SHELTER, FAST**

The basic steps will be:

1. Raise the alarm
2. Get the children to a place of safety
3. Alert the emergency services

Club Procedure

If a threat is identified, a continuous alarm will sound and Staff, children and visitors will follow the lock down procedure:

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted inside the building and congregate in the Holbein Hall. No attempt will be made to collect personal belongings.



The children will be kept away from windows and doors and out of any line of sight from outside, for example on the floor or under tables (depending on the nature of the threat). The shutters on the windows will be closed if possible.

The Fire Safety Officer will check the entire premises and the register (Ipad) will be collected, providing that this does not put anyone at risk. On entering the building, the Fire Safety Officer will close all accessible doors and windows to secure the building.

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 (IPad) is not to hand, the Manager should access the emergency contacts list on the booking system via an alternative method (i.e through a mobile phone or contact a committee member to log in). In extreme circumstances the committee will contact Magicbooking directly (for further details see the Documentation and Information policy).

If for any reason the designated Fire Safety Officer (Manager) is absent at the time of an incident, the Deputy Manager or Play Leader will assume responsibility or nominate a replacement member of staff.

If the intruder is inside or likely to break in:

- The alarm will be signalled in the same way
- The children will be escorted to the classroom off the Holbein hall, which can be locked or if unavailable barricaded in the hall.
- The emergency services will be alerted.
- The children will be kept quiet and out of the line of sight as outlined above.
- If appropriate the children will be evacuated out of the building and taken to Reigate Community Centre.