Zac’s Club Limited

Fire Safety Policy

**Background**

Zac’s Club is a Before & After School Club operating from school premises at Riccall Community Primary School. The setting is registered for 38 children, and at all times, has at least 2 staff on duty. Whilst it is expected that some teachers and other staff may be present in the building after school has finished, there are times of day where it may just be after school club staff present at the school on their own.

**Aim**

As a responsible employer, it is both our responsibility, and our wish to ensure the safety of all children, staff and visitors in the event of a fire emergency. Our policy is also designed to comply with our legal obligations under the Fires Precautions (Workplace) Regulations and the Regulatory Reform (Fire Safety) Order. We will provide a safe place to work and ensure that fire safety risks are minimised.

1. Employees are made aware of their responsibilities in respect of fire safety and are required to sign to confirm their understanding of all our policies and procedures.

* Induction procedure involves a tour of the school, and advice on where all fire exits and fire extinguishers are located.
* Employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm.
* Employees are expected to co-operate fully with Zac’s Club in complying with any procedures we may introduce as a measure to protect the safety and well being of our staff and visitors.
* Any changes to policy and procedure will be advised immediately to staff, and we will regularly ensure the policy is reviewed.
* This policy forms part of the employees’ conditions of employment. Failure to comply may be treated as a disciplinary matter.
* A Fire drill will take place at least twice a year, and recorded in the Fire Risk Assessment book.

1. The following procedure is followed if the fire alarm is activated.
   * When the alarm sounds, all staff, children and visitors shall immediately stop what they are doing and proceed quickly, but safely to the nearest appropriate safe exit. Everyone is to use the fire exit door in the hall, which is located on the furthest side of the room. Staff are to direct children in an orderly manner into the car park away from the building where it is safe to do so. We should, where possible therefore, take one of the routes indicated on the school plan in the folder, which is clearly marked as an escape route, and leads directly to the assembly point. The children will be accompanied by the staff and no child left behind. A search of the toilets (we are only authorised to use the toilets in the reception class during our sessions, which are located directly next to the Learning Zone and next door just before the year 2 classroom) will be made if a child has left the room for this purpose. Everyone will then make their way to the fire assembly point. This is located on the playground area as indicated on the school plan, and well away from the building. Staff will take the diary and club tablet and conduct a roll call once assembled.
   * The Manager on duty shall be responsible for taking the club tablet which includes child and staff attendance, and parent contacts along with the visitor book, and phone with them when they leave the building. The phone should also contain all parent contacts in it’s memory in case the internet connection to the tablet software fails.
   * Where possible, staff should ensure that all doors and windows are closed behind them on leaving the building.
   * Once outside, children, staff and visitors should assemble on the school playground at a safe distance from the building and ensure that they are not obstructing any access required by emergency vehicles.
   * The Manager is responsible for checking that all children, staff and visitors are present and accounted for, and checking that everyone has left the building. The Emergency Services must also be immediately advised by the Manager where anyone is found to be unaccounted for.
   * If the activation of the alarm is not part of a fire drill, the Manager will establish the cause of the activation of the fire alarm.
   * If the activation was a false alarm, then the building will only be reoccupied when it is declared safe by the Manager.
   * The Manager will ensure that the emergency services are contacted if not a drill or false alarm. This may mean that a member of school staff will make the call if on site. If the Manager is unable to establish if the emergency services have already been called very quickly, or is in any doubt, they must dial 999 on the setting phone and advise the emergency services. The building will only be reoccupied when it is declared safe by the Emergency Services.
   * If it is apparent that it will be some time before we can return to the building, then the Manager will be responsible for coordinating the removal of the group to the Regen Centre and making arrangements for parents/carers to collect their children from this location
2. Instructions on discovering a fire.
   * Staff discovering a fire must immediately operate the nearest fire alarm and ensure that the area is evacuated by all adults and children.
   * If it is established that a fire has started, the Manager will phone the Fire and Rescue Services immediately on 999, if they have not been advised that the call has already been made by school staff.
   * There are two fire blankets and suitable fire extinguishers in the Learning Zone to tackle fires. Only tackle a fire if it is safe to do so, and you will not put yourself in danger.
   * Leave the building, and report to the Manager at the assembly point in the playground.
   * The Manager will take charge of the evacuation and ensure that no one is left in the building.
   * Always use the nearest available exit.
   * Do not stop to collect personal belongings.
   * Do not re enter the building until told to do so by either the Manager or Emergency Services.
3. Others using the building.
   * The school undertakes the checking of all their electrical equipment, and also our own equipment on a regular basis.Therefore it is essential that no electrical equipment is stored in a locked cupboard to ensure that it is not missed when the building is checked.
   * It is possible that during the time that Zac’s Club is using the School that members of school staff or cleaners etc may also be present in the building.
   * Any visitors to the building must be signed in at Reception, if they visit at a time when school staff are present. Visitors must be accompanied by a member of staff, and never left alone. The member of staff with the visitor is responsible for ensuring they follow instruction on how to evacuate the building, and attend the fire assembly point. In addition, all visitors must be asked to sign into the setting diary on the day they visit to record their presence for fire evacuation purposes.
   * When parents pick up and drop off children, staff are required to sign their children in and out detailing times of drop off and collection. There is a specific entrance for Before & After School Club staff to answer and let only identified parents into and out of the setting. In the event that a parent is in the building when the alarm sounds, they must evacuate the building with everyone else and the Manager is responsible for ensuring they have safely left the building with them.
   * Staff of Riccall School (including the caretaker) have their own fire safety policy to follow in the event of a fire, and will usually be occupying a separate area of the building during the hours of the Before & After School Club. Club staff are therefore only responsible for adults and children attending the Club, and the areas of the building they would normally use.
   * Staff must familiarise themselves with the parts of the building Zac’s Club have authorised access to, with reference to the attached building plan.
   * The Manager is responsible for liaising with school staff and the Emergency Services to ensure the safe evacuation of all persons in the event of the alarm sounding.
4. Review of fire policy and procedure is regularly undertaken.
   * If any alterations are made to the building, or access arrangements changed, this shall prompt a review of the fire safety policy.
   * In any event the policy shall be reviewed annually.

Policy written by Ruth Newton on 17/6/17

Updated by Hannah Jaskowski on 16/1/19, Further updated by Ruth Newton May 2020. Updated by Lauren Moughan on 01/10/2021. Updated on 02/05/22 and on 20/09/22 by Lauren Moughan. Updated by Emma Robinson 17/10/23