

CAMBO WRAPAROUND

Health and Safety

FIRE SAFETY AND EMERGENCY EVACUATION POLICY

Policy Statement

At Cambo Wraparound we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The Wraparound manager has received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- The Wraparound has a copy of the fire safety risk assessment that applies to the building and they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

Attached to this Policy is our procedure for fire evacuation should one be discovered within the premises. This procedure will be the same for practice drills and includes:

- Fire Assembly exits which all children staff and parents are made aware of when coming to Afterschool.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- Who calls the emergency services and when in the event of a real fire.

The Wraparound fire drill record book contains:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

- *Fire Safety Risk Assessment - Educational Premises* (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk