



Fire Safety and Evacuation

Bidbor'Out! understands the importance of vigilance to fire safety hazards. To this end:

- Staff are aware of the location of all fire exits, the fire assembly points and where fire safety equipment is stored.
- Children will be introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills will be conducted at least once per term or whenever new staff or children join the club.
- 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 time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded in the **Fire Drill Log**.
- The School has notices explaining the fire procedures which are positioned next to every fire exit.

Fire prevention

The Club will take all steps possible to prevent fires occurring by:

- 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.

In the event of a fire

1	<p>The action Bidbor'Out! Staff should take if they discover a fire</p> <p><i>Immediately operate the nearest alarm call-point.</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks.</i></p>
2	<p>How will people be warned in there is a fire</p> <p><i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</i></p>
3.	<p>How the evacuation of the building will be carried out</p> <p><i>Everyone in the buildings should leave by their nearest fire exit in an orderly manner and report to the assembly point on the bottom playground or outside the Old School building via the Top Gate. Doors should be closed behind the last person.</i></p>

4.	<p>Identification of escape routes</p> <p><i>All exit doors can be used as escape routes.</i></p> <p><i>The staircases, steps and routes leading to the bottom playground are protected routes.</i></p>
5.	<p>Fire fighting equipment provided</p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p>
6.	<p>Duties and identity of Bidbor'Out! staff with specific responsibilities in the event of fire.</p> <p><i>On hearing the alarm:</i></p> <p><i>All staff will usher visitors out of the building and assemble at their nearest assembly points.</i></p> <p><i>Staff will ensure:</i></p> <ul style="list-style-type: none"> • <i>Their areas are cleared of people</i> • <i>Registers are collected on the way out</i> • <i>The Fire Brigade is called.</i> • <i>A roll call is made to ensure everyone is out.</i>
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • <i>Visitors:</i> <i>The host / staff member must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i> • <i>Contractors:</i> <i>must be given information about fire procedures and leave the building at the nearest exit.</i> • <i>People with disabilities:</i> <i>Specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Area Health and Safety Adviser. For specific actions see appendix.</i>
8.	<p>How will the Fire Brigade and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • <i>On hearing the alarm the Fire Safety Officer will Dial 999 and ask for the Fire Brigade or other emergency service as appropriate.</i> • <i>The Manager will call the Fire Brigade in the absence of the Fire Safety Officer (this may be best achieved using a mobile phone)</i>
9.	<p>Procedures for liaising with the Fire Brigade on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> • <i>Fire Safety Officer (or Manager in their absence) will liaise with the Fire Brigade on their arrival. Any Bidbor'Out! staff to hand gate keys to Fire Brigade if necessary.</i>

10.	<p>The following arrangements and training is given to staff:</p> <ul style="list-style-type: none"> • <i>All staff: Fire Drills once per term</i> • <i>All staff: Fire briefing once a year (may be in conjunction with fire drill)</i> • <i>Fire Warden training: for designated Fire Safety Officer</i> • <i>Record of training to be kept within Fire Manual</i> • <i>Training to reviewed on a yearly basis and planned into budget</i> • <i>Fire Exit route maps are on the back of all classroom doors and displayed in communal spaces</i> • <i>Fire bells tested weekly on a rotational basis by school caretaker</i>
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Summary

- The children will immediately be escorted out of the building(s) to their nearest assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter any building after evacuation.
- The premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
- If anyone is missing from the register, the emergency services will be informed.
- If the register is not available the manager will use the emergency contacts list (which is kept at Breath Of Fresh Air's registered office) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility.

Responsibilities of the Fire Safety Officer

The Club's Designated Fire Safety Officer is Natasha Znamenskaya.

The Fire Safety Officer is responsible for liaising with the School and agreeing the fire safety risk assessment and for ensuring that all Bidbor'Out! staff are made aware of fire safety procedures during their Induction period.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

Appendix

Procedures for Children with Special needs and/or Statements of Educational need.

Children with mobility issues must be the last to leave the building with a designated adult.

Currently these children are:

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On reaching the safety of the upper playground the adult with the child must make visual contact with the Fire Safety Office or Manager to ascertain if it is safe for the child to progress down to the lower playground. On given signal the adult and child may proceed to the lower playground.

Children with Social/Communication needs must be near an adult during the evacuation to prevent the child becoming too distressed.

Currently these children are:

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This policy was adopted by: Bidbor'Out!	Date: 6th August 2014
To be reviewed: September 2015	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.54]*