

Dunkirk Fun Club Policies

Fire Safety

Our club understands the importance of vigilance to fire safety hazards. The club has notices explaining the fire procedures 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 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 understands their roles and responsibility 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.

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 will appoint a designated Fire Safety Officer who will be responsible for arranging fire drills and tests. The club will hold a fire drill without prior warning on a termly basis.

All fire drills, fire incidents and equipment checks will be recorded in the Incident Record book.

Certification from the Fire Service is no longer relevant. The responsible person must carry out a fire safety risk assessment and implement and maintain a fire management plan.

Fire Prevention

The club will take all steps possible to prevent fires occurring. 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.

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 (Foundation playground) using the nearest marked exit. Downstairs staff will escort downstairs children calmly through the nearest available exit (door leading to outside play area). Upstairs staff escort upstairs children calmly downstairs and through nearest exit (front door), unless the fire restricts access to the staircase. In this situation staff and children should remain upstairs with the fire doors closed and await the arrival of the emergency services.

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 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 and check areas to make sure there are no staff or children still in 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 designated fire safety officer is absent at the time of an incident, the manager will assume responsibility or nominate a replacement member of staff.

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By Linda Moualek

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