

## **Badger Club Policy 08 - Fire Safety**

**Our Club understands the importance of vigilance to fire safety hazards. The Club operates within Long Furlong school's premises and the school has an up-to-date fire certificate. 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.**

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. They are all 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.

All children are made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, and 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.

Angela Peat is the designated Fire Safety Officer who will be responsible for arranging fire drills. Fire drills will take place each school term and staff will be informed of when these will occur.

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

### **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 the iron used for Hama beads is always supervised as in risk assessment.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

Badger Club Long Furlong School's After School Club, Boulter Drive, Abingdon, Oxon, OX14 1XP

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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 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 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 emergency contacts list that is kept off the premises.

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