



The Cabin Crew Out of School Club Fire Safety Policy

The Cabin Crew Out of School Club understands the importance of fire safety. We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Staff receive training in fire safety and where necessary, we seek the advice of a competent person, such as a fire safety consultant.

- The Club holds a fire safety risk assessment carried out by a 'competent person'.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are regularly checked.
- Our evacuation procedures are clearly displayed in the premises, explained to new staff, volunteers and parents and practiced regularly.
- Records are kept of fire drills and of the servicing of fire safety equipment.
- Fire drills are conducted regularly, at least once per term or whenever new staff or children join the club.
- All children are shown the location of fire exits and the fire assembly point. Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.
- All fire drills are recorded in the **Fire Drill Folder**, which must contain the date and time of the drill, how long it took, whether there were any problems that delayed evacuation and any further action taken to improve the drill procedure.

Responsibilities of the Fire Safety Officer

The Cabin Crew Out of School Club Fire Safety Co-ordinator is Lynne Newson.

The Fire Safety Officer is responsible for ensuring that there is a fire safety risk assessment and that all staff are made aware of fire safety procedures during their Induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf.

The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

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

Emergency Evacuation Procedure

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Club, the Emergency Evacuation Procedure (attached) will be followed.

This policy was adopted by The Cabin Crew Out of School Club.	Date: 13 th February 2015
To be reviewed: Annually	Signed: <i>Heather Osborn</i>
Name of signatory: Heather Osborn	Role of signatory: Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*:
Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment
[3.55]



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Emergency Evacuation

In the Event of a Fire

In case of an emergency:

- A member of staff will raise the alarm (by pressing the call point or shouting fire) and call the emergency services from the club phone or a staff mobile.
- The children will be escorted out of the building using the nearest exit and assemble at the designated assembly point (Forest School area).
- No attempt will be made to collect personal belongings or to re-enter the building after evacuation.
- The staff member on 'book' duty will collect the session register and the bag containing the Children's and staffs contact details, walkie talkie, torch, pen and mobile phone.
- The Playleader is responsible for checking their room is empty and for closing all accessible doors to prevent the spread of fire, as long as they are not putting themselves at risk.
- The register will be checked and all children and staff accounted for. If any person is missing from the register the emergency services will be informed immediately.
- A member of staff should remain near the car park gate (if safe) to explain to or divert parents.
- If the register is not available, the Manager will use the emergency contacts list (which is kept off premises) to contact parents/carers.

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Fire Drills

During a fire drill:

The following change will apply to the Emergency Evacuation Procedure.

- The staff are to ensure that the children leave the building by the nearest exit and assemble at the fire drill assembly point. This is between the two gates leading from the Cabin Crew building. This point has been adopted to ensure the safety of the children, as it is a secure area. One member of staff will ensure that both gates are secured during the drill.

The rest of the Emergency Evacuation Procedure remains the same.

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