

# Pioneer Childcare

## **Fire Safety Policy**

Pioneer Childcare 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 point and where fire safety equipment is stored. Staff know not to use fire safety equipment unless they have received training.
- Children will be introduced to the fire safety procedures during their settling in period and through regular fire drills.
- They will be made aware of the location of fire exits and the fire assembly point.
- The Club Manager will regularly liaise with the premises management to establish when fire drills have been undertaken or are due to be undertaken for other users.
- Fire drills will be conducted at least every half term and, if possible, whenever new staff or children join the club.
- Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.
- Fire doors are always kept closed but never locked unless the setting is in a lockdown procedure.
- Fire extinguishers and alarms are regularly tested in accordance with manufacturer's guidance. This is the responsibility of the premises management.
- All fire drills are recorded in the **Fire Drill Log**.
- Clubs have 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 No Smoking Policy is always observed.
- Liaising with schools to ensure that all electrical equipment is PAT tested annually.
- Checking for frayed or trailing wires.
- Unplugging all equipment, where possible, before leaving the areas of the premises which they hire.
- Storing safely any potentially flammable materials which they own and ensuring, where possible, that this is done for materials in situ but provided by other users.
- Liaising with the premises management if they have any concerns regarding fire prevention (such as the safe replacement of fuses).
- Only using electrical equipment or devices that are the property of or owned by Pioneer Childcare.

### **In the event of a fire**

- A member of staff will raise the alarm and call the emergency services.
- Staff will not attempt to deal with the fire themselves.
- The children in our care will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- It will be the responsibility of the manager to take the club register and club tablet/laptop with them if possible, providing it is safe to do so.
- The manager will ensure that the fire evacuation procedure, specific to the site, is followed.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Club Manager.
- The Club Manager will close all doors and windows to prevent the spread of fire when they leave the building.
- The register will be taken, and all children and staff accounted for.
- If anyone is unaccounted for, the emergency services will be informed.
- If the register is not available, the manager will use the emergency contacts list (which is accessible via the club tablet/laptop) to contact parents/carers.
- If the Club Manager will not be present during a club session, they will nominate a replacement member of staff who will resume responsibility for ensuring the fire safety procedure is followed, if required.

### Responsibilities of the Fire Safety Officer

Pioneer Childcare's Designated Fire Safety Officer at Club is the Club Manager, and they will receive regular Fire Safety Training. The Fire Safety Officer is responsible for carrying out the fire safety risk assessment. It is the responsibility of the Club Manager to ensure that all staff are familiar with the fire evacuation procedures for Club.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on a 5-step guide. 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 ensure that parents/carers emergency contact details are available at every session. Parents/carers emergency contacts are available directly from the Pioneer Childcare booking system and accessible from the office and all other sites.

This policy was adopted by: Pioneer Childcare Ltd	Date: 14 <sup>th</sup> May 2024
To be reviewed: 24 <sup>th</sup> January 2025	Signed: <i>J. Wilkins</i>

Written in accordance with the EYFS welfare requirement: *Suitable premises, environment and equipment.*