

# Holbeach Children's Club

## Fire Safety Plan

**Date approved: 22 June 2022**

**To be reviewed: June 2023**

**Owner: D. Hackin**

*Holbeach Children's Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Version Control

Version	Author	Date	Status	Reviewed
1.	DH	June 2022	Initial Policy	June 2023

## Fire Safety Plan

### Introduction

Holbeach Children's Club (HCC) fully understands the importance of fire safety as part of its wider responsibility to keep the children and staff under its care safe. HCC acknowledges that fire is a potential hazard in any part of the club's premises, and at any time. Its consequences include the threat to the health and safety of stakeholders, damage to or loss of property and severe interruption to normal activities. This plan is intended to mitigate these risks.

### Responsibilities

The Board of Trustees will ensure that:

- All necessary fire safety measures have been undertaken by the Proprietor including building-design, signage, safety checks and the provision of fully-functioning fire-detection and firefighting equipment.
- All staff have received adequate fire safety training appropriate to their role.
- There is a designated Fire Safety Officer in post, i.e. the Manager.
- The Fire Safety Plan and **Fire Safety Risk Assessment** are reviewed annually.

The Manager will ensure that:

- All staff are fully inducted in fire safety procedures, including being made aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- He or she carries out the Fire Safety Risk Assessment annually.
- All children and staff fully understand fire safety procedures through regular, half-termly fire drills.
- All fire drills are recorded in the **Fire Drill Log**.
- All children are shown the location of fire exits and the fire assembly point on induction.
- Notices explaining HCC fire procedures are displayed clearly next to every fire exit.
- All stakeholders with disabilities or temporary physical impairments restricting their ability to leave the premises unaided have a **Personal Emergency Evacuation Plan (PEEP)** in place.

All staff will ensure that:

- Designated fire escapes are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- All potential fire hazards or concerns about procedure are reported to the Manager immediately.
- All children are empowered and supported to follow HCC fire procedures.

### Fire prevention

Holbeach Children's 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 faulty equipment, such as frayed or trailing wires.
- Checking that equipment fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- Reporting any concerns immediately to the Manager/Proprietor as appropriate.

### Procedure

#### In the event of a fire:

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted out of the building to the assembly point, using the nearest marked fire exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Fire Safety Officer and the **Contacts Register** will be collected, providing that it is safe to do so.
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The **Attendance Register** will be taken and all children and staff accounted for.
- If anyone is missing from the Attendance Register, the emergency services will be informed.
- If the Contacts Register is not available, the Manager will use the **Emergency Contacts List** (which is kept off the premises) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the next most experienced member of staff will step-up.

### Responsibilities of the Fire Safety Officer

The Club's Designated Fire Safety Officer is [\[insert name here\]](#). The Fire Safety Officer is responsible for carrying out the Fire Safety Risk Assessment and for ensuring 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](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 and sharing these with other members of staff;
- Reviewing the Fire Safety Risk Assessment on a regular basis.

Where necessary, the Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that a copy of the Contacts Register is recorded at the front of the Attendance Register and an Emergency Contacts List is accessible off-site, eg. electronically.