



## **Policy ... Fire Safety / Evacuation Procedure**

Newby Fun Factory understands the importance of vigilance to fire safety hazards. The host school has an up to date fire certificate and 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/emergency exits, the fire assembly point and where fire safety equipment is stored. They are all trained in using basic fire-fighting equipment.

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.

Fire drills will take place at least twice yearly and staff will be informed of when these will occur. They will be recorded in the Incident Record book.

### **Fire Prevention**

The Fun Factory will take all steps possible to prevent fires occurring. As such, the MD, Team Leader and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the host school'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 or need to evacuate the building in emergency situation**

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 Team Leader or the session lead and the register will be collected, providing that this does not put anyone at risk. On exiting the building, they 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 Team Leader or session lead should access the emergency contacts list that is kept off the premises (for further details see the Documentation and Information policy).

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