



Culham After School Club

Policies and Procedures

Fire Safety

Culham After School Club understands the importance of vigilance to fire safety hazards. The Club 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 exits, the fire assembly point and where fire safety equipment is stored. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasions 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, during the session. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturers' guidance.

Fire Safety Officer is Ruth Mullen who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur.

The club will hold fire drills without prior warning and the frequency will be identified in the clubs 'Fire Risk Assessment'.

All fire drills, fire incidents and equipment checks will be recorded.

Fire Prevention

The Club will take all steps possible to prevent fires occurring. As such, the Playleader and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's Smoking, Alcohol and Drugs Policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.



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- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

The Playleader 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 premises will be checked by the clubs designated 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, providing this does not put themselves or others at risk.

The register will be taken and all children, staff and visitors 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 Playleader should access the emergency contacts list that is kept off the premises (for further details see the Documentation and Information policy).

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

Ofsted will be notified about any significant changes or events.

Reviewed August 2016