



## Mangotsfield Out of School Club Fire and Risk Policy

<b>Policy Author:</b>	MOOSC Management Team
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## Fire and Risk Policy - MOOSC22.02

### **Purpose**

MOOSC considers the vigilance to fire safety hazards to be of utmost importance.

### **Responsibilities of the Fire Safety Officer**

The Club's Designated Fire Safety Officer is the Deputy Manager/ Room Leader at each site.

The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for making sure that all staff are aware of the Club's fire safety procedures.

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. 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; and
- Reviewing the fire safety risk assessment on a regular basis.

### **Fire Prevention**

The Club 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;
- Children will be introduced to the fire safety procedures during their settling in period and through regular fire drills;
- Fire drills will be conducted half termly;
- 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 time and are easily opened from the inside;
- Fire doors are kept closed at all times but never locked;
- Fire extinguishers and alarms are regularly tested in accordance with manufacturer's guidance, which is the responsibility of each Primary School;
- All fire drills are recorded in the Club's Fire Drill Log; and
- The Club has notices explaining the fire procedures which are positioned next to every fire exit.

The Club will take all steps possible to prevent fires occurring by:

- Making sure that power points are not overloaded with adaptors;
- Making sure that the Club'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; and
- Storing any potentially flammable materials safely.

### **Fire Emergency**

In the event of a fire emergency, the Club's primary concern will be the safety of both the children in the Club's care and that of its staff.

If it is necessary to evacuate the Club, the following steps will be taken:



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- The emergency services will be contacted;
- All children will be escorted from the building to the emergency, evacuation assembly point using the nearest, safe exit;
- The Fire Safety Officer will check the premises to collect the session register and mobile phone (including emergency contact details) providing that this does not put anyone at risk;
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building.
- The designated person will close all accessible doors and windows; and
- The register will be taken for all children and staff (if any person is missing from the register, the emergency services will be informed immediately).

If the Fire Safety Officer is not present at the time of the incident, the Deputy Manager on-site will assume responsibility or nominate a replacement member of staff.

If registers or the contact details for parents/ carers are not available, the designated person will obtain the emergency contacts list from the Play Manager which is held centrally offsite.

The Club will make no attempt to collect personal belongings, or to re-enter the building should an evacuation be made.

### **Related Policies**

1. Emergency Evacuation
2. Health and Safety