

15: Fire Safety

Kidz Enterprise understands the importance of vigilance to fire safety hazards. Kidz Enterprise has notices explaining the fire procedures positioned next to every fire exit. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy.

Kidz Enterprise will take steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency. There is an emergency evacuation procedure. There are appropriate fire detection and control equipment (for example, fire alarms, smoke detectors and fire extinguishers) which are in working order.

The Registered Person will ensure there is in place a clearly defined procedure for the emergency evacuation of the premises in the case of a fire.

All staff understands their roles and responsibility in the event of a fire and are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.

Kidz Enterprise has appropriate fire detection and control equipment (for example, fire alarms, smoke detectors and fire extinguishers).

Staff are all trained in using basic fire-fighting equipment. Particular attention is paid to distinguishing between the various types of fire extinguishers and their methods of operation.

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.

The manager will appoint a designated Fire Safety Officer 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.

Every term and each holiday, Kidz Enterprise will hold a fire drill without prior warning.

All fire drills, fire incidents and equipment checks will be recorded in the Fire Practice Record book.

Certification from the Fire Service is no longer relevant. The responsible person must carry out a fire safety risk assessment and implement and maintain a fire management plan.

Fire Prevention

Kidz Enterprise will take all steps possible to prevent fires occurring. Checklists are in place to ensure all fire exits are kept clear and unlocked. All staff are required to participate in fire safety training and are aware of all fire procedures.

As such, the manager and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that Kidz Enterprise'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.

Risk Assessments

The Manager will ensure that risk assessments as required under the Management of Health and Safety at Work Regulations and the Fire Precautions (Workplace) Regulations are carried out daily for Kidz Enterprise's activities and operations and for the settings related issues. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

Fire Procedures

Procedures in the event of fire will be prepared and circulated to all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) Regulations 1999. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points.

Fire Drills

A fire drill will be held at least once every half term and each holiday, relevant details recorded in the Fire Log.

The designated Fire Officer (Duty Manager) is responsible for arranging fire drills and tests
Fire drill will take place at least every half term or holiday at a time notified in advance to staff
Once a term a fire drill will take place without warning
The fire alarms will be tested weekly.

Fire extinguishers and fire alarm systems are tested by a properly authorised firm in accordance with statutory requirements

Fire exits are clearly identifiable and will not be obstructed; all fire exits will be checked daily

Near each fire exit there is a notice explaining the fire procedures.

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 entire premises will be checked by the 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.

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 manager 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 manager will assume responsibility or nominate a replacement member of staff.

Updated By: **Derek Beesley (Director of Childcare)** Date: **6th March 2016**

Signature: *D. Beesley*

