



Hurst Hill Primary School Learning Together

Fire Safety

EYFS: 3.54, 3.55, 3.56

At **Hurst-Hill After School Club** we make sure the A.S.C. is a safe environment for children, parents/carers, staff and visitors through our fire safety policy and procedures.

The designated fire marshal **school manager and A.S.C manager** makes sure the A.S.C. premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The designated fire marshal has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the A.S.C. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	A. Williams.	Termly.	Light House Room (A.S.C.).
Fire extinguishers and blankets	School Manager/fire safety Officer.	Annually	School/Light House Room
Evacuation pack	School Manager.	Annually	School.
Smoke/heat alarms	School Manager.	Annually	School.
Fire alarms	School Care Taker.	Weekly Drill	School.
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	A. Williams.	Daily.	Light House Room.

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An

accurate record of visitors must be recorded. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The A.S.C. operates a strict no smoking policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by ringing the bell/breaking the alarm glass
- Immediately evacuate the building under guidance from the manager on duty/fire marshal
- Using the nearest accessible exit lead the children out, assemble at **front gates**.
- Close all doors behind you wherever possible

- ***Follow the personal evacuation procedure for the children identified.***
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The A.S.C. manager/team leader is to:

- Pick up the children's register, visitor book and medical emergency box and registration forms
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – **Front school gates** check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

This policy was adopted on	Signed on behalf of the A.S.C.	Date for review
<i>Feb 2018</i>		<i>Feb 2019</i>