



## Fire Safety and Risk Assessment

Kids Club Ely Ltd complies with the Regulatory Reform (Fire Safety) Order 2005. Designated Fire Safety Officers have the responsibility to ensure that all staff and volunteers are made aware of the following procedures at the start of the Induction period.

All staff are responsible for:

- Regular risk assessments, which include identifying, fire hazards, areas of the premises most at risk and people most at risk.
- Evaluation of the premises and procedures to, remove or reduce and protect from fire.
- Record and share with colleagues/managers, fire drills, incidents, findings and actions.
- Instruct and train relevant people/colleagues on fire procedures.
- Review the risk assessment regularly and make changes where necessary.
- Carrying out regular (at least once per half term) fire drills to allow all users to experience the evacuation process. All fire drills will be recorded.

### **Fire prevention**

- Ensuring that power points are not overloaded with adaptors.
- Equipment will be properly maintained and inspected in accordance with the manufacturer's instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing).
- Ensuring 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.
- Storing any potentially flammable materials safely.

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. 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 and never locked, are not obstructed at any times, and are easily opened from the inside.

Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The assembly point will be risk assessed and moved when appropriate.

**Designated Fire Safety Officer – Sam Drury**

### In the event of a fire

If the fire alarm sounds all children and adults will walk to the nearest available exit and make their way to the grassed area in the car park.

The senior member of staff on site will collect the register and check the toilets and garden on their way to the playground.

The senior member of staff will then call the daily register while a second member of staff calls the Fire Brigade.

No-one will re-enter the building until the fire brigade advises it is safe to do so.

Adults will remain calm at all times.

The senior member of staff will report the incident to Cathy or Ann as soon as it is possible to do so.