

Health and Safety

3.4 Fire safety and emergency evacuation Policy

Statement for St Joseph's Nympsfield Out of School Club

St Joseph's Nympsfield Out of School Club (OOSC) ensures our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'¹.
- The Play Leader is due to receive training in fire safety shortly, sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out by the Home Office².
- Settings in rented premises, like St Joseph's Nympsfield Out of School Club, will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once a term.
- Records are kept of fire drills and the servicing of fire safety equipment by St Joseph's Catholic Primary School.

Emergency evacuation procedure

Every Out of School Club is different and the evacuation procedure will be suitable for each OOSC. It must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

¹ HM Government guidance "Fire Safety Risk Assessment : Educational Premises" (May 2006)

² Fire safety and risk assessment: educational premises (2016)

The emergency evacuation fire procedures can be found on the wall in the Leigh Building. This covers the procedure for the whole school.

In the event of an emergency the building should be evacuated immediately by the nearest Fire Exit door. The assembly point is the playing field.

Fire Drill Procedure

- Constant ringing of the bell signifies a fire.
- Calmly lead the children out of the building through the nearest outside fire door.
- All children to line up at the edge of the school playing field.
- Check all the children are present.
- No one is to return to the building until the Head Teacher gives permission.
- In the event of a real fire the orders of the fire service officer are to be obeyed.
- OOSC to lead out from the exit in the Leigh Building entrance/exit 10/11/12 fire dependent.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Associated Policies and Procedures

- 3.2 Health and Safety general standards
- 3.5 Fire Safety Risk Assessment template

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	KC and RS	Reviewed and formatted. Inclusion of <ul style="list-style-type: none"> • "Associated Policies and Procedures" section • Fire drill procedure 	17.10.2023 Cttee Mber (R Steele)