

Fire Safety and Evacuation Procedure

At **Fun Fest** we take reasonable steps to ensure the safety of children, staff and others on the Club premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The designated fire marshal is_____.

We ensure the Club premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The manager supports the designated fire marshal to ensure we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.

The Manager has overall responsibility however the designated fire marshal takes this role on and will ensure that fire drill and evacuation procedures are followed. These are carried out and recorded for each group of children every _____or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the Club. These drills are planned to 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.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated.

The manager supports the designated fire marshal to check fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)			

Fire extinguishers and blankets			
Emergency lighting			
Evacuation pack			
Smoke/heat alarms			
Fire alarms			
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside			

A deputy fire marshal is appointed to over this role when the fire marshal is absent. The deputy fire marshal is _____.

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 is kept in the visitor’s log. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The Club operates a strict **No Smoking/Vaping Policy** – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by _____
- Immediately evacuate the building under guidance from the fire marshal collecting all registers and mobile phone if accessible and safe to do so.
- Using the nearest accessible exit lead the children out, assemble at the *assembly point location* which is _____
- Close all doors behind you wherever possible
- If *evacuating children or adults located above or below ground level* our procedure is _____
- If *evacuating children or adults with mobility difficulties* our procedure is _____
- 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 Manger/ Deputy Manager if on duty to:

- Pick up the central children’s register, where applicable, staff register, Club mobile/phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area 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 is updated at least annually in consultation with staff and parents and/or after a fire evacuation practice and/or fire.

This policy was adopted on	Signed on behalf of the Club	Date for review
15/10/2024	Tina Iezekil	15/10/2025

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Safety and suitability Of premises, environment and equipment: Safety of premises [3.63, 3.64]