**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

 **FIRE SAFETY**

**Knightwood Kids Club understands the importance of vigilance and fire safety hazards. The Club has notices explaining the fire procedure positioned next to every fire exit. All staff, students. Volunteers and children are aware of the Fire Safety Procedure set out in this Policy.**

**Knightwood Kids Club Committee will ensure there is in place a clearly defined procedure for the Emergency Evacuation of the premises in case of a fire. All staff understand their roles and responsibilities in the event of a fire and are aware of the location of all the fire exits, the fire assembly point, and where fire safety equipment is stored. Staff will be trained in using basic fire fighting equipment. Particular attention is paid to distinguishing between the various types of fire extinguisher 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, and are not obstructed at any time, and are easily opened from the inside.**

**Fire exits are kept closed at all times but are never locked. Fire extinguishers and fire alarm systems are regularly tested by the School in accordance with manufacturer’s guidance.**

**It is the Manager’s/Fire Officer’s responsibility to plan a fire drill at least once a term. A log is kept of the date and time of the fire drill and the time taken to evacuate the building.**

**All fire incidents and equipment checks are also recorded.**

**Certification from the Fire Service is no longer relevant. The responsible person must carry out a fire safety risk assessment.**

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**FIRE PREVENTION**

**Knightwood Kids Club will take all steps possible to prevent fires occurring. As such, the Manager and the staff team are responsible for:**

* **Ensuring the power points are not overloaded with adapters**
* **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**

**The Manager will explain fire safety procedures to new staff, students and volunteers as part of their induction process.**

**FIRE DRILL AND EVACUATION**

**No advance will be given for the fire drill. When the whistle sounds, the children are to assume it is a real fire and evacuation should take place as quickly as possible.**

**Once children have exited the club, they should assemble between the two gates on the path leading to the school premises, or if too dangerous, on the green by the Bellflower Way Park.**

**All children will be recorded as present to highlight any missing persons.**

**IN THE EVENT OF A FIRE**

**A member of staff will raise the alarm immediately and the emergency services will be called straight away.**

**On hearing the fire alarm bell, the children should immediately stand, or sit where they are in silence.**

**Should the alarm sound in the main room, the Manager/Fire Officer will determine the approximate position of the fire and advise staff and children on the safest fire exit. It is important to note that in the event of a fire being located in the food tech area, the safest exit is past the toilets on the right hand side of the room and out of the side entrance.**

**All children will be immediately escorted out of the building and to congregate in the area between the two gates that lead into the school ground (pathway) using the nearest, safest exit.**

**The Manager/Fire Officer or staff will check the entire premises and the register and the registration forms will be collected, providing this does not put anyone at risk. On exiting**

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**the building, the Manager or staff will close all accessible doors and windows to prevent the spread of fire.**

**The register will be taken and all the 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 (see Documentation and Information Policy).**

**LEGAL FRAMEWORK**

* **Regulatory Reform (Fire Safety Order)2005**

[**www.opsi.gov.uk/si2005/20051541.htm**](http://www.opsi.gov.uk/si2005/20051541.htm)

**FURTHER GUIDANCE**

* [**www.4children.org.uk**](http://www.4children.org.uk)
* **Fire Safety Risk Assessment Educational Premises (HMG2006)**

[**www.communities.gov.uk/publications/fire/firesafetyrisk6**](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

**POLICY START DATE …………………………………………………… 1st September 2000**

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