

Fire Safety Policy

Jimmy Grimboll's understands the importance of vigilance to fire safety hazards. The Management Team have placed a fire procedure in each room specific to that room, these explain where to leave the building and where to assemble. All staff, children and volunteers are made aware of the fire safety procedures set out in this policy.

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. These are stored at the junior base, the infant base, the hall and main entrance. No member of staff has been trained to utilise the fire safety equipment and it is the club's belief that staff members should see to the evacuation of the children as of paramount importance.

Children are made aware of the fire safety procedures during their settling in period and on regular occasions during each term. All children are made aware of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked and are not obstructed at any times and they are all easily opened from the inside.

Fire exits are kept closed at all times but are not locked. Fire extinguishers and fire alarm systems are regularly tested and are the overall responsibility of the school and records of tests are kept by the school.

The Club will hold one fire drill each half term and record this in the Incident Record Book.

Members of staff will check relevant fire exits regularly to ensure that they are kept clear during club time.

Fire Prevention:

Venture Trails Ltd

The Club will take all steps possible to prevent fires occurring. As such the Company and the staff are responsible for:

- **Ensuring that power points are not overloaded with adaptors**
- **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 Supervisor will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

In the event of a fire:

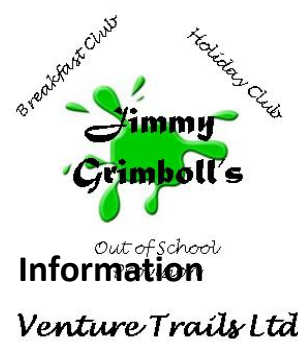
A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings or to re-enter the building after evacuation. The appointed member of staff in case of emergency will also check the infant and junior toilets for children.

On exiting the premises, windows and doors will be closed if it is safe to do so, in order to prevent the possible spread of the fire.

The register will be taken and all 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 too hand, the Leader should access the emergency contact list that is kept off the main premises site (for

Jimmy Grimboll's Venture Trails Ltd - Policies and Procedures



further information see the Confidentiality, Documentation and Information policy).

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