



Fire Safety

Barton Kids Club understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire alarms, fire exits, the fire assembly point, where fire safety equipment is stored and trained to use fire safety equipment.
- Children are introduced to the fire safety and emergency evacuation procedures through regular drills.
- Fire drills and emergency evacuations are conducted at least once a term.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers and fire alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded in the **Fire Drill Log**.
- The Club has notices explaining the fire procedures in all play rooms.

Fire prevention

The Club will take all steps possible to prevent fires occurring by:

- 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.
- Storing any potentially flammable materials safely.

In the event of a fire

- In the event a staff member discovers a fire, they should operate the nearest fire alarm.
- The signal to evacuate the building is the fire alarm. On hearing this signal:
 - a. The Fire Marshall will collect the grab-box from the Admin Desk in the Main Room and proceed to the Evacuation Assembly Point situated at the far side of the Ramsey Manor Lower School playground (near the Adventure Trail).
 - b. The Fire Marshall will call 999 for the Fire Service and provide the Barton Kids Club mobile phone number 07786 510290 for return calls.
 - c. The Manager/Play Leader will supervise the orderly evacuation of the children and ensure the building is 'swept' to ensure no staff, visitor or child remains behind. Everyone will leave the building immediately and shall not stop to collect personal or club belongings.
 - d. The Fire Marshall will call the register, check staff against the daily sign in sheets and check that visitors are accounted for.
 - e. Under no circumstances will anyone re-enter the building until the emergency services confirm it is safe to do so.
 - f. In the event of an evacuation where it is not possible to return to the building, the Fire Marshall will supervise the transfer of children to the school hall at Ramsey Manor Lower School, the designated place of safety, where shelter has been arranged.
 - g. The Manager/Play Leader will report the incident to the Management Committee.

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- h. The Manager/Play Leader will contact parents to report the incident and request that children are collected from Ramsey Manor Lower School immediately or at the earliest opportunity.
- i. The Manager/Play Leader will identify those children who are unable to be collected immediately and they will continue to be sheltered at Ramsey manor Lower School until collected.

Important information

Grab Bag Location	Admin Table in Main Room
Grab Bag Contents	Mobile Phone First Aid Kit Emergency contact details for children and staff (numbers in mobile phone) Medication and Medical Consent Forms Register Staff signing in sheet Visitors Book

Off Site Evacuation	Ramsey Manor Lower School Playground
Designated Place of Safety	Ramsey Manor Lower School
Keyholders	Terry 07887 372198 / Mr Smith 07528 183777 Heather 07917 851019

This policy was adopted by: Barton Kids Club	Date: June 2022
To be reviewed:2023	Signed: Linda Hoenes, Manager