

Fire Safety Policy

Aim:

Venture Kids understands the importance of fire safety to keep children, staff and visitors safe. A comprehensive fire risk assessment has been completed including all hazards and control measures in place to ensure safety at all times.

Procedure:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills are conducted at least once a month or whenever new staff or children join the club.
- All children are shown the location of fire exits and the fire assembly point.
- 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, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- All fire drills are recorded in the **Fire Drill Record**.
- The Club has notices explaining the fire procedures which are positioned next to every fire exit.
- **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.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted out of the building 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 premises will be checked by the Fire Safety Officer and the register will be collected, providing that it is safe to do so.
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.

- If the register is not available, the manager will use the emergency contacts list (which is kept on the staff mobile phone) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer

- The Club's Designated Fire Safety Officer at the Oakland Site is **Siobhan McIlwaine**. The Club's Designated Fire Safety Officer at the Knock Site is **Frazer McIlwaine**.
- The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.
- The Fire and Rescue Services (NI) Order 2006 and the Fire Safety Regulations (NI) 2010 places responsibilities on employers and on any other persons with control of premises to assess the risk of harm from fire and to put in place suitable fire safety measures.
- The NIFRS consider it best practice to complete and retain a written fire risk assessment for the premises, which should be reviewed on a regular basis.

The aims of a fire risk assessment are:

- To identify hazards and to reduce the risk of those hazards causing harm to as low as is reasonably practicable.
- To determine what fire safety measures and management policies are necessary to ensure safety of people in the building should fire occur.

The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.
- The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

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