

# The Den



## Fire Safety and Risk Assessment

The Den understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point (which is the outdoor classroom which is situated at the end of the field)..
- Children are introduced to the fire safety procedures during their first week of starting at The Den and through regular fire drills.
- Fire drills are conducted at least once every term or whenever new staff or children join The Den.
- 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 always kept closed but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance, and this is done by the site manager.
- All fire drills are recorded in the **Fire Drill Log** and kept in a file locked in a filing cabinet within the clubhouse.
- The Den has notices explaining the fire procedures which are positioned next to every fire exit.

### Fire prevention

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

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that The Den'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 (which is the outdoor classroom at the far end of the field) using the safest 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 immediately on arrival.

- If the register with the parents/carers emergency contact information is not available, the manager will use the emergency contacts list (which is kept in the secretary's office in school if the school is closed the key holder will be notified) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident Shirley Wingate Deputy Manager will assume responsibility or nominate a replacement member of staff.

## Responsibilities of the Fire Safety Officer

The Den's Designated Fire Safety Officer is Pauline Barritt. 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 and will sign to say they have understood the procedure.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14899/fsra-5-step-checklist.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra-5-step-checklist.pdf). 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.

This policy was adopted by: The Den	Date: May 2023
To be reviewed: June 2024	Signed: Pauline Barritt Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*

*Also complies with Keeping Children Safe in Education (2022)*