



Dynamic Ducks Ltd

Fire Safety, Emergency Evacuation and Risk Assessment

Dynamic Ducks Ltd understands the importance of fire safety. To this end:

- 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 as well as daily reminders on posters and verbal instructions.
- Fire drills are conducted at **least once every half term**; different days and times to ensure all staff also take part in a fire drill. Children are aware of the fire safety and evacuation process as Dynamic Ducks Ltd adopts the same procedures as the school.
- 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 by the school (as part of the lettings policy) and this log is available for Dynamic Ducks Ltd to check regularly to ensure this has been done.
- All fire drills are recorded in the **Fire Drill Log**.
- The Club utilises the school's fire notices next to all exits and emergency equipment.
- The fire word for children to be aware of is ERIF; if called by a member of staff then the children will leave with the staff accordingly. If a whistle is blown the procedure is the same.

Fire prevention

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

- Ensuring that power points are not overloaded with adaptors.
- All electrical devices are PAT tested annually.
- 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 playworker will raise the alarm and call the emergency services.
- The children will immediately be escorted out (by the onsite manager) 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 (areas used that evening) will be checked by the playworker and the register will be taken (always in the weekly folder) providing that it is safe to do so.
- The playworker 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 within the Dynamic Ducks phone (which is kept on person) to contact parents or carers.
- Once everyone is accounted for and all the above has been followed then the school site manager and business manager will be informed of the fire and requested to come onsite.
- At the beginning of each session during the daily planning section staff will be allocated their roles in the event of an evacuation.

Responsibilities of the Fire Safety Officer

The Club's Designated Fire Safety Officer is [Elizabeth Duck](#). 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 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. 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.

Lockdown Procedures

All rooms within the school building have an airhorn to hand. Staff members are to sound the airhorn if there appears to be a risk whereby children and staff should not leave the building. If children and staff are outside 3 whistle blows will signal the need to go indoors. When inside and everyone is accounted for all external windows and doors will be locked as necessary. Emergency services will be contacted.

During a lockdown everyone will remain within the same area and not move about. The Manager will contact all parents of the children on the register using the club phone and notify them not to turn up to the school site until further notice.

This policy was adopted by: Dynamic Ducks Ltd	Date: March 2020
To be reviewed: March 2021	Signed: E Duck

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*