



YOUNG PEOPLE MATTER CHARITY'S

FIRE and Emergency Evacuation Policy

Dated: June 2023

**The Policy will be reviewed every three years
or in line with changes in government
legislation and updated guidance**

www.youngpeoplematter.org

The Old Laundry, 20 Eastcote Street, London, SW9 9BY

Tel: 0207 274 4503 | info@youngpeoplematter.org

Charity No: 1134959 | Company No: 6418296

Fire prevention

Young People Matter will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with plugs or adaptors.
- Ensuring that the No Smoking policy is always observed.
- Liaising with schools to ensure that all electrical equipment is annually PAT tested.
- Checking for frayed or trailing wires.
- Unplugging all equipment, where possible, before leaving the areas of the premises which Young People Matter use.
- No storage of flammable materials, no flammable materials will be purchased for ASC.
- Liaising with the premises management if they have any concerns regarding fire prevention

In the event of fire:

- Sound the alarm.
- Call the fire brigade.
- Attack the fire if possible using appropriate appliances.

On hearing the fire alarm:

- A full evacuation is to be carried out immediately—all children and staff to leave the building by the designated route.
- Use appropriate fire exits.
- Close all doors behind you.
- Manager / person in charge to check fire alarm unit, to discover what zone fire has been detected.
- Report to assembly point.

Main building/school entrance / exit door – This is the first exit that all staff and children should go to if it is safe to do so. All staff and children will meet in the

Area to wait until management confirms that it is safe to re-enter the building.

Fire exits are located in:

It is mandatory that Fire drills take place every half term. During holiday camps Fire drills will take place at the start of every week. A record MUST be kept of the date, number of children taking part and if there were any concerns whilst completing the fire drill.

Procedure

- All staff and children in a calm manner should assemble at the nearest available fire exit.
- Staff will support children with SEND needs positioning themselves where needed.
- In a calm and quick manner staff must then safely lead all the children to the assembly point.
- A member of staff will raise the alarm and call the emergency services.
- A staff member must take the register.
- The team leader will ensure that the fire evacuation procedure, specific to the site, is followed.
- Staff must then do a quick head count whilst manager / team leader is checking all areas of the building for staff and children, where it is safe to do so.
- No attempt will be made to collect personal belongings,
- Staff must then do a thorough head count.
- Manager / team leader MUST ensure they have the registration folder, which contains all of the children's contact details and then contact emergency services.
- Once everyone has met at the assembly point the manager / team leader will check that all staff and children are safe and present.
- If anyone is unaccounted for, the emergency services will be informed.
- If the Club Manager will not be present during a club session, they will nominate a replacement member of staff who will resume responsibility for ensuring the fire safety procedure is followed, if required.
- On arrival of emergency services the manager / team leader will liaise with fire crew / emergency services, to identify what should happen next and when it should be safe to reenter the building.

Staff is responsible for the following:

- Registers, ensuring all children have been marked in so registers are up to date and accurate.
- Head counts, ensuring head count matches the amount of children attending.
- Checking all children within their care are taken outside / check toilets when exiting the building.
- Managers / Team leaders, ensure they have list of all children’s contact details.

False alarm

- Manager / Team Leader to reset fire alarm or contact premises officer.
- Staff and children will re-enter the building.
- Manager / person in charge to record the false alarm.

Date of Fire Drill	How many children participated?	Any Issues or Concerns
Term 1		
Half Term Provision		
Term 2		
Term 3		
Half Term Provision		
Term 4		
Half Term Provision		
Term 5		
Term 6		

Emergency Evacuation Procedure

Young People Matter will make every effort to keep the provisions open, but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

Staff are expected to familiarise themselves with the emergency exit points and fire assembly points of Young People Matters provisions they are working at. Team leaders/Managers will ensure regular fire evacuation (fire drills) are completed and recorded within the fire drill log. In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the provision, the following steps will be taken:

- If appropriate, the manager or team leader will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest and safest exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff, usually the manager or team leader, will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building, the nominated person will close all accessible doors and windows, if it safe to do so.
- The register will be taken and all children and staff will be accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.

- The manager or team leader will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list provided by the administrator who keeps a copy off site and electronically.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the club will follow the Uncollected child procedure.

Lockdown Procedure

Our Lockdown procedure is a response to any incident which has the potential to pose a threat to the safety of staff and pupils in the provision. Staff will be alerted to a lockdown situation via walkie talkie or verbally using our 'CODE BLUE' alarm. Children and staff who are outside of the building will be brought inside as quickly as possible while those already inside should remain indoors. All external doors and windows are locked and blinds or curtains are drawn. Once in lockdown mode, team leader or manager should notify the emergency services and the senior management team while other staff takes the register to confirm all children and staff are present. Staff should encourage children to keep calm and remain inside until emergency services arrive. Parents will be notified as soon as it is practicable to do so.

If the registration is affected we will inform Local Authority and Ofsted of the closure.

FIRE ACTION

ANY PERSON DISCOVERING A FIRE

Sound the alarm.



999 call fire brigade.

Attack the fire if possible
using the appliances
provided.



ON HEARING THE FIRE ALARM



Leave building by nearest
available exit route.

Close all doors behind
you.



Report to assembly point



Do not return to the building
until authorised to do so



Do not use the lifts

Fire Aiders: