YOUNG PEOPLE MATTER CHARITY’S

FIRE Policy

Dated: May 2016

The Policy will be reviewed every three years or in line with changes in government legislation and updated guidance
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 until management confirms that it is safe to re-enter the building.

Fire exits are located in:

______________________________________________________________

______________________________________________________________

______________________________________________________________
✓ Fire drills need to take place every term and at the start of every week during holiday camps. A record should be kept of the date and number of children taking part in the fire drill.

✓ If false alarm
  Manager / person in charge to reset fire alarm
  Staff and children will re-enter the building
  Manager / person in charge to record the false alarm

✓ Procedure
  All staff and children to assemble in a calm manner to the nearest available fire exit

  Team Leaders must take the register
  Staff must then do a quick head count whilst manager / person in charge is checking all areas of the Building

  In a calm and quick manner staff must then safely lead all the children to the assembly point.
  • Staff must then do a thorough head count
  • Manager / person in charge to take in her/him possession, the registration folder, which contains all of the children’s contact details and contact emergency services.
  • Once everyone has met at the assembly point the manager / person in charge will check that all staff and children are safe and present

  • On arrival of emergency services the manager / person in charge will speak with fire crew / emergency services

✓ Staff are responsible for the following:

Registers
Checking all areas of the playrooms / toilets
Managers / person in charge
List of the children’s contact details
Manager / person in charge
<table>
<thead>
<tr>
<th>Date of Fire Drill</th>
<th>How many children participated?</th>
<th>Any Issues or Concerns</th>
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<tbody>
<tr>
<td>Term 1</td>
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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 Marshalls: