



## The Dell Out of School Club

Registered Charity No. 1038546

### **DP – 1.04**

Fire Safety &  
Emergency  
Evacuation

Procedures

Reviewed 2<sup>nd</sup> July15

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### **FIRE SAFETY**

The Dell is vigilant in ensuring that the risk of fire is kept to a minimum. This involves clear, well-understood procedures in the case of fire. Staff and volunteers must be able to react quickly and effectively to suspected fire hazards or the outbreak of fire. The children must also be aware of their role.

The Dell ensures this through:

- ensuring that staff, volunteers and children are well versed in fire safety, and precautions and are involved in regular fire drills
- fire drills are carried out at least once a term in each part of the club and once during the long holiday scheme and allow children and staff to recognise the fire alarm/bell and act accordingly
- fire exits and escape routes are clearly marked, well lit and never blocked in any way. Nor are fire doors wedged open.
- fire fighting equipment, alarms and means of escape are regularly checked (the LEA will ensure this is done on a formal basis with fire officers)
- electrical equipment is regularly checked and used safely (through the school's checking system).
- The Dell is a no-smoking environment.

#### i) Fire Regulations and Precautions

Fire regulations and precautions affecting the school buildings which the Dell uses are set out in Government guidelines and the LEA is responsible for ensuring regulations and precautions are appropriate. The LEA is responsible for ensuring printed fire notices are displayed in prominent positions and the Dells management are responsible for ensuring these are in place and staff are familiar with them. In conjunction with the LEA the school arranges fire inspections to be carried out. However, all Dell staff and volunteers should be confident in:

- fire procedures
- means of escape
- fire instructions
- use of extinguishers
- drills



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The Dell Procedure is as follows.

### **IN CASE OF FIRE**

#### **IF FIRE ALARM IS SOUNDED**

- All Children should assemble quickly and quietly and in an orderly manner.
- Each Club will evacuate the building/premises immediately via the nearest safe exit and then proceed at normal walking pace to the playground.
- Once assembled a head count (for speed) will be done by the senior member of staff.
- The day's club register and registration forms will be taken by Club leader(s) to the playground and children checked against it by the club leader.
- The staff list for the day will also be checked by the club leader.
- Should a child, member of staff or volunteer thought to be 'missing', staff, volunteers or children will NOT RETURN TO THE BUILDING but will notify the person in charge (Co-ordinator/Manager ) immediately and then report to fire fighters on their arrival.

#### **ANYONE DISCOVERING A FIRE MUST**

- Sound the Alarm
- Evacuate the premises as above
- Not allow delays collecting coats and belongings etc.
- Ensure the Fire Service has been called.

#### **AT ALL TIMES STAFF MUST**

- Be aware of fire risks and precautions
- Notify the co-ordinator/Health and Safety Officer of any deficiencies in precautions; they will raise the matter with the school head teacher and / or Dell committee.



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**EMERGENCY EVACUATION  
/FIRE DRILL PROCEDURE**

(ON NOTICE BOARDS)

Always be aware of fire risks and fire procedure and notify the Co-Coordinator of any concerns you have regarding fire risks.

Ensure you are aware of your role in a fire drill, look to the Senior leaders for guidance.

Toilets must be checked and doors closed.

The Senior Playleader will take the register (children and staff), registration forms and phone.

Keep the children calm and escort them to the meeting place. (playing field- near wall at Morgans School and playing field at Abel Smith School)

A head count will be taken for speed then the Senior Playleader will take the register.

A fire evacuation will be undertaken termly.

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**Whistle Policy**

The use of the whistle is for outside and emergency use. It is to be used by senior staff in an extreme emergency as a tool to get the children’s urgent attention i.e. a Fire Evacuation. NB The whistle is not used in day to day activities Listening for the whistle is in the Dell safety rules and everyone is encouraged to act quickly and pay attention - on hearing the whistle.

At one blast of the whistle, everyone should stop and listen. Playleaders should be looking for the Senior Playleader to identify what is happening.

If a second blast is heard, children should go to the nearest Playleader as quickly as possible. Staff need to check with Senior Playleaders what action is required and ensure that all children are acting quickly.

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*Policy adopted: 2004*

*Approved by:*

*Co-ordinator*

*Chair*

*Review Date:*

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*We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.*