

Fire Safety and Risk Assessment

ASD Stars places great importance on fire safety. To ensure this:

- 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 fire safety procedures through regular fire drills.
- Fire drills are conducted at least once a month or whenever new staff or children join the club.
- 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 in accordance with the manufacturer's guidance.
- All fire drills are recorded in the **Fire Drill Log**.
- The club has notices explaining the fire procedures which are positioned next to every fire exit.

Fire prevention:

- ASD Stars will take all steps possible to prevent fires occurring by:
 - Ensuring that power points are not overloaded with adaptors.
 - 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 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 using the nearest 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.
- If the register is not available, the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.

- If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.

The Responsibilities of the Fire Safety Officer

The designated Fire Safety Officer for the club is Raqayat Dacosta- Osinowo. She holds the responsibility of conducting the fire safety risk assessment and ensuring that all staff are acquainted with fire safety procedures during their induction period.

According to the Regulatory Reform (Fire Safety) Order 2005, it is mandatory to undertake a fire safety risk assessment for the workplace, following the Department of Communities and Local Government’s 5-step guide:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/f_sra-5-step-checklist.pdf

The risk assessment should include:

- Identifying potential fire risks.
- Identifying individuals at risk.
- Assessing the risks stemming from identified hazards and devising methods to minimize these risks.
- Documenting the hazards, devising a fire prevention plan, and sharing these with other staff members.
- Regularly reviewing the fire safety risk assessment.

The Fire Safety Officer must collaborate with the local Fire and Rescue Service for additional guidance. Additionally, they should ensure that Emergency Contact details are noted at the front of the register, with a copy stored off-premises.

This policy was established by: ASD Stars	Date: 20/10/2024
To be reviewed: 1/09/2026	Signed:

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]