

Playtedz Ltd

Fire Safety Policy

STATEMENT OF INTENT

Health and safety is an important consideration for Playtedz . We will take all reasonable steps to provide a safe and caring environment for our service users, staff and our visitors.

Aim

At Playtedz we aim to provide a safe, calm and efficient method of evacuating the building in the event of any emergency. To ensure the children, staff and any visitors are evacuated safely and quickly and that the children are saved from any undue stress connected with the situation.

Method

- All staff are updated on the current Fire Drill procedures at the start of each term.
- When changes to the Fire Drill are needed, staff are made aware of these on their first working day after the changes take place.
- The current Fire Drill is displayed in all working rooms Playtedz
- Fire Drills will be practised at a minimum of one per term. Where possible children are aware of their role, the procedure itself and they will be less distressed by a real evacuation.
- During evacuation, staff will not raise their voices to the children unnecessarily and will maintain a calm composure. The welfare and wellbeing of the children will remain of paramount importance at all times.
- In the event of an evacuation, the Fire Drill Officers will undertake a roll call of all on the premises as soon as Playtedz has been evacuated. They will have a copy of the daily register and contact details for the children and staff. They will have a mobile phone with them for making phone calls.
- After the roll call is completed the Manager will speak to the Site Manager who is responsible for calling the emergency services and will alert them to anyone missing from the roll call and potentially still in the building.
- The staff will then escort the children to the nearest place of safety, either in the outdoor area or at the known meeting points, from where parents/carers will be contacted to collect their child.
- All staff will remain with the children until they are collected or transport arranged to take them home.

An evacuation practice drill will be undertaken by staff and the children once each half term and at all holiday schemes. This will be recorded, signed by the Site Manager and kept on file.

Fire fighting equipment as supplied by the school are maintained annually and as required if more frequently.

Children are taught not to play with the Fire fighting equipment by the staff and the staff are mindful when a child is near a emergency button so as not to raise the alarm in error.

This policy is reviewed and updated each year or whenever legislation changes.

Updated Jan 2017