



Strawberry Hill School Club Wrap Around care

Fire Evacuation Procedure Policy

Wrap Around Care =
St James Breakfast and After School Club
St Richard Reynolds Breakfast and After School Club
Twickenham Prep Wrap Club

The safety of children and adults is paramount. Our main priority is to prevent a fire from occurring in the setting. If a fire starts, the priority is to get everyone out safely and call 999.

Preparing children:

All children attending any of our settings will regularly practise a fire evacuation as part of their learning and development. This is to ensure they feel confident and happy participating in the practice and should a real fire occur, not be panicked by the situation.

At the first sign of fire we will stop what we are doing and children will be escorted or carried to the escape route A (front door), B (side door) or C (back side door) (see plan) and leave the premises as quickly as possible to assemble in a safe area (this is either at the front of the premises or in the shared communal space)

There is a bag for outings & emergencies by the exit door (fire exit A) which contains each child's personal contact details, a first aid kit, mobile phone and attendance register.

We will wait with the children a safe distance from the premises, until the fire brigade tell us it is safe to return.

We will contact the parents to inform them of the current situation and request collection of children if required.

Fire Prevention

We conduct regular risk assessments to ensure potential risks are identified and removed.

We have 2 smoke alarms, these are checked, cleaned (weekly) and batteries are replaced when necessary. We have a fire blanket mounted in the kitchen.

We are a nonsmoking premises and all matches are out of reach.

At St James we have two exits. The front exit door and the back exit door

At St Richard Reynolds we have one front door exit. The event that exit was blocked we have a side exit.

At TPS Wrap Club we have one exit door to the hallway and then another exit door to the playground.

The stairs and doors are never obstructed.

We have undertaken fire awareness and fire warden training that meets the fire authority's regulations.

We will regularly practice a fire evacuation procedure every 6-8 weeks, with the children.

We will record this in the fire log, with any issues that may have been highlighted from the practice.

The fire evacuation book will record:

a) Date and time of practice

- b) Children present
- c) How long it took
- d) Whether there were any problems that delayed evacuation
- e) Any further action to improve the procedure

We will incorporate health and safety procedures into play activities to ensure children gain an understanding of being safe.

We will keep a reminder of what to do on the fridge door or notice board.

We will discuss fire safety with children on a regular basis and use stories and visits to reinforce how they can keep themselves safe.

Our fire evacuation plan was written and drawn by the Fire Marshall Lisa Neagle and has been approved by the Fireman at last Fire Warden course.

Websites we use to keep ourselves up-to-date are:

www.nationalschoolsfiresafetyday.com - fire safety – free resource pack

www.london-fire.gov.uk/

www.firekills.direct.gov.uk/index

www.staywise.co.uk/activities/

St James Breakfast and After School Club – Fire Marshall Tina Spicer
St Richard Reynolds Breakfast and After School Club – Fire Marshall Miss L Lindsay
TPS Wrap Club – Fire Marshall Sheila Strudwick

Reviewed in October 2023