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Registered Charity No. 1152188

Health and Safety

32. Fire Safety Policy

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Fire Procedure

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The manager/senior has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment*.
- Settings in rented premises will ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
- We have a hold-all containing headlamps for each child/young person and staff in case of darkness.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises
 - Explained to new members of staff, volunteers and parents/carers
 - Practiced regularly
 - Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure (fire)

The evacuation procedures must be carried out by staff, and must explain:

- How children/young people are familiar with the sound of the fire alarm.
- How the children/young people, staff and parents/carers know where the fire exits are.
- How children/young people are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children/young people out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents/carers are contacted.

The fire drill record book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Emergency flood procedure.

Sunbeams play will be contacted by the environmental flood agency if a flood is suspected in the area.

On receiving the call the person in charge will telephone all parents/carers of the children/young people due in that day to inform them that Sunbeams Play will be closed until we get the all clear from the environmental flood agency.

Evacuating the building

1. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.
2. If a fire is discovered, the alarm will be raised immediately. This should be the first action taken upon discovery of any fire, however small.
3. All members of staff are empowered to take this action if they believe there is a fire and no authority should be sought from any other person. The practice will always support members of staff who initiate the fire alarm in good faith, regardless of whether or not it is ultimately determined that a fire existed.
4. Responsibility for summoning the fire brigade is outline in the fire procedures. The person responsible will be the senior staff member on the day.
5. Sunbeams does not require staff or volunteers to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued will be included in staff fire safety training.

6. Immediate evacuation of the building must take place as soon as the alarm sounds. All occupants, upon evacuation, should report to the pre-determined assembly points, namely through the emergency gate and on to the marshland behind the centre.
7. Staff should remain as calm as possible and help any service users, visitors, disabled persons or contractors on the premises to evacuate.
8. Where possible and safe to do so, check all rooms (in particular toilets) to ensure no one or staff remain in them or are trapped.
9. Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.
10. Staff should report any concerns regarding fire procedures, so the practice can investigate and take remedial action if necessary.

Preventive measures

In order to control fire safety risks, this practice has developed safe systems of work. We are committed, as an organisation, to ensuring that these safe systems of work are effective in controlling our risks. Our policy, therefore, is to:

- identify, in carrying out our normal risk assessment procedure, those activities that require a safe system of work
- identify safe methods of work for these activities; where necessary, these will be written formal safe systems of work
- implement these systems using the expertise of our staff involved in the work activities
- monitor the workings of the safe systems through workplace inspections and reviewing accident/incident statistics derived from our accident reporting procedure.

Sunbeams management are responsible for managing our safe systems of work.

We can only ensure the success of these safe systems with the full co-operation of all our staff and volunteers.

The aims of the fire risk assessment will be to:

- identify any fire hazards
- reduce the risk of those hazards causing harm to as low a level as reasonably practicable
- decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building if a fire does start.
- Management are responsible for carrying out fire risk assessments.

Protective measures

Sunbeams will, in consultation with employees and their representatives:

- ensure any deaf or hearing impaired persons on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building

- appoint persons to be responsible for specific procedures in the event of fire, including:
 1. the person responsible for summoning the fire brigade
 2. fire wardens
 3. those responsible for carrying out roll calls or supervising evacuation assembly points
 4. regularly stage fire evacuation drills
 5. inspect the means of escape
 6. test and inspect fire-fighting equipment and fire warning systems
 7. provide adequate fire safety training to staff, plus specialist training to those with special responsibilities.

Procedures in the Event of Fire

- Activate the nearest and/or safest fire alarm upon discovery of any fire, however small.
- Summon the fire brigade without delay
- Only attempt to extinguish a fire if it is safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued is included in staff fire safety training.
- Evacuate the building as soon as the alarm sounds. Staff should be familiar with the procedure through the staging of regular fire evacuation drills. Do not wait to conclude meetings or telephone calls or to collect belongings.
- Switch off any equipment which, if left unattended, may itself constitute a fire hazard.
- As you make your escape, close doors, particularly those designated as fire-resisting doors.
- Report to the pre-determined assembly points. Do not re-enter the building until the fire brigade officer in charge declares it is safe to.
- Fire wardens must check that each area of the building has been evacuated and report this to the nominated persons at the designated evacuation assembly points.

Administrative Guidelines

- for fire drills: the times and dates of drills and the time between sounding the alarm and the last person leaving the building
- for fire alarm tests: the times and dates of tests
- for fire-fighting equipment, alarms and fittings such as emergency lighting: the times and dates of inspections, of replacements and of servicing
- for training: times and dates of training events, who attended and what was covered.

Training

- All new staff should be encouraged to read the policy on fire safety as part of their induction process. All members of staff should be aware of the procedures in case of a fire. Contractors must be informed of the fire arrangements on arrival at the premises.
- The person responsible for organising and co-ordinating fire training is Sue Carr

All new and existing staff should know:

- who is responsible for ensuring the correct fire procedure is carried out
- who the fire wardens are
- the location and usage of all fire extinguishers and where special extinguishers (eg those suitable for use on electrical equipment) are located
- the location of “break glass” fire alarm points
- the emergency fire evacuation procedures

Monitoring and Review

The fire policy will be reviewed annually or after any fire-related incident or change in guidelines. All fire-related incidents, including false alarms and “near misses”, will be investigated thoroughly by the centre manager and the fire risk assessment amended as necessary. Professional fire safety advice will be obtained for this review where required.

Changes arising from the results of any review should be communicated to staff and all persons concerned.

Summary Policy Statement

- In the event of fire, the three most important actions are the following.
- To raise the alarm.
- To summon the fire brigade.
- To evacuate the building — attempts to extinguish the fire should only be made if it is safe to do so.

This policy was adopted on

10th February 2023

Policy Updated

11th August 2025

Date to be reviewed

April 2026

Signed on behalf of the management committee

Name of signatory: Susan Carr

Role of signatory: Manager

Reviewed by	Date
Sue Carr	24/04/2024
Sue Carr	11/08/2025