

FIRE SAFETY POLICY



4ward sports after school club

It is the responsibility of every member of our school community to ensure that fire risks are managed effectively. The primary purpose of risk management is to protect life and all fire procedures are designed to ensure that both children and adults on the premises are kept as safe as possible.

In the event of a fire it is important that adults raise the alarm when a fire is noticed, using the fire alarms that are placed around the school. Adults should familiarise themselves with these alarms, where they are situated and the nearest fire exit. All are clearly marked. Once an alarm is raised, it is the duty of all adults to ensure that pupils are evacuated via the nearest exit; no person should return into a burning building, this is undertaken by the fire service.

In the event of a small localised fire, only people who are trained and feel confident in using the fire extinguishers and blankets should do so. Do not fight a fire unless your exit is blocked and you need to do so in order to get out. The main focus should be upon evacuating the building in order to avoid risk to life.

Fire Safety Duties:

The following persons have fire safety responsibility within the school:

Neil Ward – will ensure that staff training takes place annually, the policy is kept up to date and that regular fire drills are carried out and documented.

Caretaker – will during the course of their duties ensure that fire safety measures are in place. They will also liaise with the external risk assessment provider and book the fire check.

4ward sports Staff– will take charge of pupils to ensure that their class and any pupils within the vicinity of the classroom evacuate the building silently in an emergency. They will actively ensure that the means of escape in their classroom is never obstructed or blocked. They must ensure that they have a copy of the fire drill procedures. Register must be taken outside.

All staff will shut doors behind them. Staff are provided with clear and relevant information on the risks to them that are identified by the fire risk assessment. They are informed about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

Pupils

Pupils are trained in fire safety and the effects of fire. They know that they must evacuate the building from the nearest fire exit.

Non-Employees

Pupils with physical disabilities will be assisted appropriately according to their need; they should be seated near the fire exit.

Fire Extinguishers Type

Dry Powder Carbon Dioxide CO2
Foam

Remember:-

Use Flammable liquids, Electrical fires
Electrical fires and small fires involving flammable liquids. Flammable liquids and combustible materials.

Fire Blanket

Deep fat fryers and frying pans. Only wrap around a person on fire if they are laying down; the fire will burn more fiercely if the person is upright.

Water

Combustible materials such as wood, paper, cardboard.
Do not use on fires involving electrical equipment. Short circuits caused by water in electrical apparatus could expose the operator to the risk of electric shock. Do not use on flammable liquids.

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape. If there is a small contained fire e.g. a waste paper basket, then use an extinguisher but only if you have been trained. Never hold the nozzle of a fire extinguisher during use as it will damage your hand.

If the premises cannot be re-occupied within a reasonable time the school will alert parents to collect pupils.

Arrangements for evacuation of people especially at risk:

Children with severe mobility difficulties will be assisted by the adult assigned to them.

Adults will ensure that if evacuation happens at lunch time any meal that diabetic children are eating or at about to eat is taken outside if safe and appropriate to do so.

The DSL will liaise with the emergency services upon their arrival.

What training do staff receive?

- • The Fire Safety Policy is shared with staff.
- • Fire drills are held at least every term.
- • The emergency procedure is shared with staff.

It was last reviewed in: October 2025

It will next be reviewed in: October 2026

Signed:

Print: Neil Ward

Position held: owner of 4ward sports