



Brynteg Tigers Out of Hours Club Fire Safety and Evacuation Policy

Approved by: Michelle Firth

Policy Reviewed: September 2026

Next Review Due: September 2027

Responsible Individual / Health & Safety Lead: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club is committed to ensuring the safety of all children, staff, parents, carers, and visitors in the event of a fire or other emergency. We follow:

- CIW National Minimum Standards
- Regulatory Reform (Fire Safety) Order 2005
- Local authority fire safety requirements
- Welsh Government guidance on emergency planning

All staff must understand fire safety procedures and ensure children are evacuated quickly, calmly, and safely.

2. Responsibilities

Responsible Individual / Health & Safety Lead

- Ensures fire risk assessments are completed and reviewed annually or after significant changes
- Arranges staff fire safety training and fire drills
- Maintains fire safety equipment (alarms, extinguishers, signage, emergency lighting)
- Ensures evacuation routes remain clear and accessible
- Oversees emergency planning, including lockdown procedures

All Staff

- Know evacuation routes and assembly points
- Supervise children safely during evacuation
- Report fire hazards immediately
- Participate in fire drills and training
- Know how to assist children with additional needs during evacuation

Parents / Visitors

- Follow staff instructions during an evacuation
- Sign in/out to ensure accurate headcounts

3. Fire Risk Assessment

A formal fire risk assessment is completed and updated:

- Annually
- After building changes
- After incidents or drills
- When new equipment or activities are introduced

The assessment includes:

- Identification of fire hazards
- People at risk (including vulnerable children)
- Existing control measures
- Actions required

The assessment is documented and available for staff and CIW inspection.

4. Fire Prevention

We reduce fire risks by ensuring:

- Fire doors are kept closed and unobstructed
- Electrical equipment is PAT tested as required
- Kitchen areas are used safely and supervised
- Heaters and sockets are used appropriately
- Flammable materials are stored safely
- Staff understand how to prevent fire hazards

Smoking and vaping are prohibited on the premises.

5. Fire Alarm & Equipment

- Smoke detectors, alarms, extinguishers, and emergency lighting are tested regularly
- Fire evacuation routes are clearly marked and kept clear
- Fire extinguishers are serviced annually
- Staff know the location of alarms and extinguishers
- Only trained staff may use extinguishers

6. Evacuation Procedure

If a fire is discovered:

1. Raise the alarm immediately
2. Evacuate children and staff using the nearest safe exit
3. Close doors behind you if safe to do so
4. Assemble at the designated assembly point: **Junior Playground**
5. Conduct a headcount and check registers
6. Do not re-enter the building until authorised by the fire service

Staff Responsibilities During Evacuation

- Lead children out calmly and safely
- Check all areas (toilets, playrooms, office)
- Take the register, emergency contact list, and grab-bag
- Support children with ALN or mobility needs
- Report missing persons immediately to the fire service

Grab-Bag Contents

- Emergency contact list
- Plan of the building

7. Fire Drills

- Conducted **twice a year**
- All staff and children participate
- Drills include different scenarios (blocked exits, alternative routes)
- Procedures reviewed after each drill
- Improvements recorded in the Fire Drill Log

8. Training

All staff receive:

- Fire safety induction on starting
- Annual refresher training
- Training on:
 - Recognising alarms
 - Evacuation routes
 - Assisting children safely
 - Using extinguishers (for trained staff only)
 - Emergency communication procedures

9. Record Keeping

We keep secure records of:

- Fire risk assessments
- Fire equipment maintenance
- Fire drills (dates, times, attendance, improvements)
- Any fire-related incidents (recorded in the Accident/Incident Log)

Records are available for CIW inspection.

10. Review

This policy is reviewed:

- Annually
- After any fire-related incident
- After significant building changes
- Following CIW or fire service recommendations



Brynteg Tigers Out of Hours Club

Fire Drill Log

Date	
Time	
Staff present	
Children present	
Notes/actions for improvement	
Responsible staff signature	

Date	
Time	
Staff present	
Children present	
Notes/actions for improvement	
Responsible staff signature	