

Smartkidz Play and Learn Ltd understands the importance of fire safety and adhere to the following to keep the children safe within our care:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills are conducted at **least once a half term** or whenever new staff, or children join the club. In the event where a high number of new children are starting the club i.e., during summer playscheme, fire drills will be done on a more regular basis to ensure that the majority of the new children take part.
- All children are shown the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside. This is checked before each session by the playleader.
- Fire doors are kept closed at all times but never locked while the room is in use.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance, which is the responsibility of the school.
- All fire drills are recorded in the **Fire Drill Log**.
- The Club has notices explaining the fire procedures, which are positioned next to every fire exit.
- Staff are aware of the rules and procedures when a campfire is being lit and used.
- All fires created are inside the fire circle or if fire lighting activities are outside the fire circle children will be told the boundaries of this activity. Trained leaders will make sure the fire is put out and cleared away correctly.

Fire prevention

The Club will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is adhered to.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging necessary equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- Only trained staff will lead fire lighting activities outside.

In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.

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| • GIRTON- Key stage 1 playground |
| • HADDENHAM - Main sports field. |
| • RIDGEFIELD - Main playground |
| • MAYFIELD- Main playground |

- Staff members working outside with children will gather the children and lead them to the assembly point.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The Fire Safety Officer will check the premises and the register will be collected, providing that it is safe to do so.
- The Fire Safety Officer will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken, and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.

- If the register is not available, the manager will use the emergency contacts list (which is kept off the premises) to contact parents or carers.
- If the Fire Safety Officer is not present at the time of the incident, the manager will assume responsibility or nominate a replacement member of staff.

Responsibilities of the Fire Safety Officer

The Designated Fire Safety Officers are:

| Club | Fire Officer |
|------------|-----------------------------------|
| Girton | Berenice Termote/Jackie Ticehurst |
| Haddenham | Jess Hew-Martin |
| Ridgefield | Amy Stebbings |
| Mayfield | Faiza Dejermane-Aoune |

The Fire Safety Officer is responsible for carrying out the fire safety risk assessment and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on The Department of Communities and Local Government's 5 step guide:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14899/fsra5-step-checklist.pdf.

The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan, and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

The Fire Safety Officer should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

Use of fires

During some session we will teach the children fire lighting as well as how to cook on a campfire. We believe these are important skills to learn and help children gain confidence and self-esteem. These sessions will be run by a Level 3 Forest School qualified member of staff.

When a fire is being lit, the Level 3 leader will lead the operation and all staff attending will be given a brief beforehand. The fire safety equipment will be positioned within the fire circle with the "fire safety tub".

The fire will NOT be left unattended and there will always be 2 members of staff around the fire circle until the Level 3 leader feels the children have a good understanding of fire safety. When the session is finished the fire will be put out completely and only when it is cooled can it be left unattended.



What is in the fire safety tub?

- Burns kit.
- Fire blanket.
- Fire retardant gloves.
- Large bottle of water.
- First aid kit.

The fire circle

Our fire circle is situated just outside of the woodland area on a cleared area of mud.

The fire circle is cleared as best can be of foliage and flammable materials that are not wanted around the area to lower the risk of fire spreading.

The fire circle has an entrance, and a separate exit and children are not allowed to walk around within the fire circle to lower congestion and risk of trips and falls near the fire. Clear rules of the fire circle are put in place and explained to the children before the fire is lit and children have a chance to ask questions that they may have.

If children are given permission to approach the fire pit, they must use the respect position (kneeling down on one knee for better balance).

Making their own fires

Children will be given the opportunity to learn how to use methods of fire lighting and create their own fires. It will be the professional decision of the Level 3 leader to decide when the children are competent and responsible enough to do this.

When children create their own fires, they will be in groups. Ratios of staff to children will be decided depending on group ability and experience.

Children will be expected to create their own temporary fire area and then to remove evidence of temporary fire areas.


Cooking on the fire

During forest school there will be times where we cook outside. Children will be involved in the preparation and cooking of the food. Clear, safety instructions will be given to the children and it will be up to the discretion of the Level 3 Leader what is cooked according to the ability and experience of the group. Children will be expected to wear appropriate PPE clothing for this.

The children, while supervised by the club staff, will put out all fires at the end of a forest school session using our "Putting out the fire" procedure.

Putting out the fire procedure

- First the fire will be supervised until it has died down, no flames, where possible.
- Water will then be added to the fire area starting from the outside and working its way into the middle of the fire area.
- Using a stick, the water should be moved around the fire area until it has been completely put out (no smoke).
- The Level 3 Leader should make sure the fire has sufficiently cooled before it is left.
- If it is a temporary fire site, then the logs will be removed and stored, and the left-over fire charcoal will be thrown into the forest area.

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| This policy was adopted by: Smartkidz Play and Learn | Date: 1/11/2017 Date reviewed: 20/11/2018 Date reviewed: 16/08/2019. Date reviewed: 14/08/2020 |
| To be reviewed: 14/08/2021 | Signed:  |