



Fire Safety Policy

Planet Soccer understands the importance of vigilance to fire safety hazards. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children will be introduced to the fire safety procedures during their settling in period and through regular fire drills.
- They will be made aware of the location of fire exits and the fire assembly point.
- The Club Manager will regularly liaise with the premises management to establish when fire drills have been undertaken or are due to be undertaken for other users.
- Fire drills will be conducted at least every half term and, if possible, whenever new staff or children join the club.
- Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.
- Fire doors are always kept closed but never locked unless the setting is in a lockdown procedure.
- Fire extinguishers and alarms are regularly tested in accordance with manufacturer's guidance. This is the responsibility of the premises management.
- All fire drills are recorded in the **Fire Drill Log**.
- Clubs have notices (premise manager responsibility) explaining the fire procedures which are positioned next to every fire exit.

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 No Smoking policy is always observed.
- Liaising with schools to ensure that all electrical equipment is annually PAT tested.
- Checking for frayed or trailing wires.
- Unplugging all equipment, where possible, before leaving the areas of the premises which they hire.
- Storing safely any potentially flammable materials which they own and ensuring, where possible, that this is done for materials in situ but provided by other users.
- Liaising with the premises management if they have any concerns regarding fire prevention (such as the safe replacement of fuses).

In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- The children in our care will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- It will be the responsibility of the manager to take the club register with them if possible.
- The manager will ensure that the fire evacuation procedure, specific to the site, is followed.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Club Manager and the register will be collected if necessary, providing that it is safe to do so.
- The Club Manager will close all doors and windows to prevent the spread of fire when they leave the building.
- The register will be taken, and all children and staff accounted for.
- If anyone is unaccounted for, the emergency services will be informed.

- If the register is not available, the manager will use the emergency contacts list (which is accessible via the club tablet) to contact parents/carers.
- If the Club Manager will not be present during a club session, they will nominate a replacement member of staff who will resume responsibility for ensuring the fire safety procedure is followed, if required.

Responsibilities of the Fire Safety Officer

The Designated Fire Safety Officer is the Club Manager. The Fire Safety Officer is responsible for checking that the school has fire safety risk assessments. It is the responsibility of the Club Manager to ensure that all staff are familiar with the fire evacuation procedures for Club.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on a 5-step guide. 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 parents/carers emergency contact details are available at every session. Parents/carers emergency contacts will also be available directly from the Planet Soccer booking system and accessible from the office and all other sites.

This policy was adopted by:	Planet Soccer	Date:	1 st September 2023
To be reviewed:	1 st September 2024	Signed:	<i>J Sebo</i>

PPA, clubs, holiday camps– FIRE NOTICE

Fire Alarm Duties and Safety Arrangements

Coaches

Take first aid kit, Phone, Child Contact Lists to evacuation point.
Call emergency services if necessary.

Check area and ensure it is clear, one coach to check toilets if during a holiday camp (for PPA and clubs, school to have own procedures in place for checking areas).

All children evacuate to Assembly Points:

THE PERSON DISCOVERING A FIRE WILL:

OPERATE THE NEAREST FIRE ALARM
NOTIFY THE SCHOOL OFFICE IMMEDIATELY
(The Fire Brigade will be called immediately)

ON HEARING THE FIRE ALARM: (Prolonged ring on bell)

ACTION BY STAFF:

Exit with children immediately
Bring the Register (If you have it)
Close the classroom/hall door
Check number of children at place of assembly

CHILDREN:

When in class -
You will be taken out by the coach, who will show you the way.

When not in class -
Form a line and take the shortest safe route to where you should gather

At all times -
Act quietly
Do not stop do collect your personal belongings
Do not try to overtake anybody else on your way
Never run – it is dangerous

THE PLACE OF ASSEMBLY IS: Coaches to check fire meeting point at all schools

THE PLACE OF EXIT IS: THROUGH YOUR NEAREST SIGNED “FIRE EXIT”

(Same arrangements will apply for other similar emergencies, e.g. bomb alert)

AT PLACE OF ASSEMBLY:

Collect and take the register, when completed return it to appropriate person

PLEASE WAIT FOR INSTRUCTIONS AT PLACE OF ASSEMBLY