

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment:

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of the fire or any other emergency, and must have an emergency evacuation procedure.



10.4

FIRE SAFETY AND EMERGENCY EVACUATION

The Ark Centre fire policy is designed to work in conjunction with NCC Mechanical Services Limited's fire policy. Please see below.

Action on discovering a fire

Immediately operate the nearest fire alarm call-point.

On hearing the fire alarm

1. Each therapist should immediately evacuate the building by lining up at the garden door with their child and waiting for the managing member of staff to lead the staff and children out of the building. If this door is blocked then the same procedure is to followed at the front door.
2. The staff and children then walk to the front of the building to the fire assembly point.
3. The senior member of staff should support anyone that needs extra assistance and evacuate once all students have left the building. Once evacuated the senior member of staff should ensure the fire brigade has been contacted and if not make immediate contact by calling 999.
4. The admin member of staff is to collect the phone, register, first aid box and evacuate the building.
5. The fire marshal or their deputy will:
 - a. Take charge of the evacuation of the building.
 - b. Ensure that no one is left in the building.
 - c. Where possible without taking personal risks, close doors & windows to prevent fire spread and turn off/isolate any electrical equipment.
 - d. Report to the person in charge of the assembly point at the front of the building.

Your fire Marshals are: Nick Cheshire and Matt Elderton

If the above fire Marshals are absent our fire Marshal will be: Danielle Monk

ASSEMBLY POINT FRONT GRASS AREA

The Ark Centre understands the importance of vigilance to Fire Safety hazards. The Centre has an up to date Fire Certificate, a fire risk assessment, and notices explaining the fire procedures are positioned next to every fire exit.

All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy.

Fire Safety Officer: Emma Baker

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Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of the fire or any other emergency, and must have an emergency evacuation procedure.

All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Many of the staff have been trained in using basic fire-fighting equipment. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation.

Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire exits are never locked or obstructed. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The Fire Safety Officer will be responsible for arranging fire drills and tests and these will take place on at least a three monthly basis.

Fire Prevention:

- The Ark Centre will take all steps possible to prevent fires occurring. As such, the Manager and the staff team are responsible for:
 - Ensuring that power points are not overloaded with adaptors.
 - Ensuring that the Centre's No Smoking policy is always observed.
 - Checking for frayed or trailing wires.
 - Checking that fuses are replaced safely.
 - Storing any potentially flammable materials safely.

- The Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.
- In the event of a fire a member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.
- All students will be immediately escorted out of the building and to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The Manager will check the entire premises and the register will be printed and/or collected, providing that this does not put anyone at risk.
- On exiting the building, the Manager will close all accessible doors and windows to prevent the spread of fire.
- The register will be called and all students and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the Manager should access the emergency contacts list that is kept off the premises.

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The Risk Assessment Consultancy
Fire Consultants

EMERGENCY PLAN

Action on discovering a fire

Immediately operate the nearest fire alarm call-point.
Attack the fire if possible, with the appliances provided without taking personal risks.

On hearing the fire alarm

- 1 The senior member of staff will call the fire brigade immediately by telephoning 999 and will stay on the line until the address has been repeated by the fire brigade operator.
- 2 Leave the building by the nearest available exit and report to the person in charge of the assembly point at front of building
- 3 The (floor/ departmental) fire Marshal or his deputy on the affected floor or department will :-
 - i Take charge of the evacuation for the area within his jurisdiction.
 - ii Ensure that no one is left in his area.
 - iii Where possible and without taking personal risks, close doors & window to prevent fire spread and turn off/isolate any electrical equipment
 - iv Report to the person in charge of the assembly point at FRONT OF BUILDING

Your Fire Marshals are: **Nick Cheshire**
Matt Elderton

The person receiving visitors are responsible for their safety in the event of a fire. If visitors or customers are disabled, the person they are visiting or staff should make an assessment as to whether they can, without assistance evacuate their visitor, where assistance is necessary the shop staff will help/direct the person to the exit and away from any hazard presented by the building.

DO NOT RELY ON OR WAIT FOR THE FIRE BRIGADE TO EVACUATE.

ASSEMBLY POINT FRONT GRASS AREA

On arrival at the assembly point a role should be taken by the designated Fire Marshal. On completion of the role call the designated Fire Marshal will be able to inform the Senior Fire Officer whether or not all persons have vacated the building and any other relevant information. The fire officer will then be able to deploy his/her resources as appropriate.

Do not re-enter the building until the senior fire officer has declared it safe to do so.

The fire officer will want to know. Where the fire is – has any person not been evacuated - what is burning – and hazards (cylinders etc) – location of main electrical / gas isolation switch – brief description of extent of building.