

10.4

FIRE SAFETY AND EVACUATION

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

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 be followed at the front door.
2. The staff and children then walk to the front of the building to the fire assembly point on the grass area.
3. The senior member of staff should support anyone that needs extra assistance and evacuate once all children have left the building. Once evacuated, the senior member of staff should ensure the fire brigade has been contacted and if not made 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 and 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.

Fire marshals are: Nick Cheshire and Matt Elderton

If the above fire marshals are absent, our fire marshal will be: Emma Flaxman, Luisa Holmes, Venicha Joseph, Lauren Blazer.

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 which are positioned next to every fire exit. All staff, children and volunteers are aware of the fire safety procedures set out in the policy.

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 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 are responsible for:
 - Ensuring that power points are not overloaded with adapters.
 - Ensuring that the Centre's No Smoking policy is always adhered to.
 - Checking for frayed and trailing wires.
 - Checking that fuses are replaced safely.
 - Storing any potentially flammable materials safely.
- The Manager will explain fire safety procedures to new staff, children 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 children 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.

Emergency evacuation procedure

Fire drills

We hold fire drills monthly and record the following information about each fire drill in the Fire section in the Health and Safety folder:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- An evaluation of the evacuation, noting whether there were any problems that delayed evacuation and any further action taken to improve the drill procedure.

Legal framework

Regulatory Reform (Fire Safety) Order 2005

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)