

Fire Procedure

Introduction

This Document is a supplement to the Health & Safety policy. It deals specifically with the identified fire risks in our risk assessment document and details regular routines and practices that will help to mitigate those risks.

Document Details:

Name: The Den: In Case of Fire

Stored in: The Den Fire Policy

Path: [https://d.docs.live.net/06059a85b9252c36/Documents/The Den-LAPTOP-H5OP3MEJ/The Policies/The Den Fire Policy.docx](https://d.docs.live.net/06059a85b9252c36/Documents/The%20Den-LAPTOP-H5OP3MEJ/The%20Policies/The%20Den%20Fire%20Policy.docx)

Rev: 6

Responsible Persons

The responsible adult is YVONNE HAYES

of 156 Northampton Road, Kettering, NN15 7JY

Fire Exits & Collection Points

Diagram of The Den with points for the following marked:

Fire Exits,

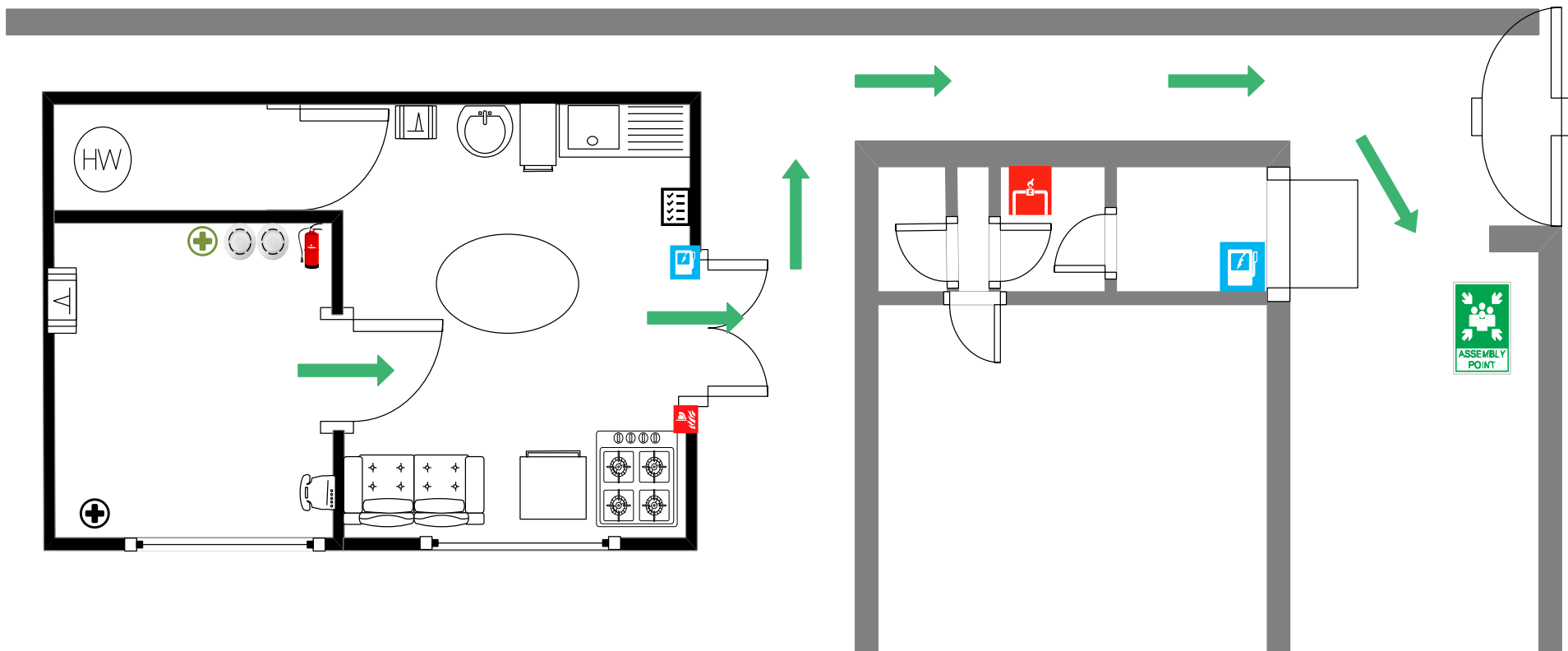
 *Exit Routes*

 *First Aid Kit*

 *Children's Personal Medication Location.*

Fire Collection Points

 *Emergency Contact Numbers List Location*



Fire Risk Assessment

Template

The Den		Date of Assessment		Area to be Assessed					
Date of RA	Identify Hazards		Decide who might be harmed	What are the risks?	What can be done to minimize the risk?	Action taken		Included in verbal briefings	Recheck?
	Any possible accident waiting to happen		Assume everyone in setting for all risks, but identify particularly vulnerable groupings/ individuals	Identify what might happen	What remedial action is required	Remedial action taken			Next Review Due

Current Assessment

<https://d.docs.live.net/06059a85b9252c36/Documents/The Den-LAPTOP-H5OP3MEJ/The Policies/The Den Fire Policy.docx>

File Location of previous Assessments

The Den/H&S/Document Archive/Fire Risk Assessments

Fire Drills

Frequency

In the first week of taking children as part of introductory programme.

Every three months dates to be confirmed, starting from the date of the first introductory programme.

List of Fire Equipment Points

Inner room of the The Den

Fire Hydrant – powder

CO Alarm

Smoke Alarm

First Aid Kit

Main Room

Fire blanket by cooker

Duties & Checks by Responsibility

Lead Fire Marshal

- Assess situation when alarm is raised
- Initiate evacuation procedure
- Ensure all children are out of the building and heading for the assembly point in good order.
- Tackle fire if possible
- Pick up Register as leaving the building
- Open locked gate on side of main house as ushering children into enclosed front garden
- Ring 999 for fire department.
- Open front gates when all children are accounted for in preparation of Fire Brigades arrival.

Secondary Fire Marshal

- Turn off Cooker if in use.
- Turn off Taps if in use
- Exit building and check toilet for occupancy
- Enter utility room and turn off main gas supply
- Exit main building and rendezvous with children in passage.
- If gate open follow children to Assembly Point, if not unlock gate and supervise children to Assembly Point
- When Lead Fire Marshal arrives at Assembly Point open garage and

switch off electrical supply to property.

- Return to children and await Fire Brigade.
- If Fire is in danger of spreading to main building:
 - Enter house through front door,
 - notify any occupants of the house to evacuate,
 - move dogs into a car and park it outside the gates on the grass

If only one fire marshal in place, they are responsible for all checks.

Fire Action Plan

To be displayed in The Den:

If you spot a fire, or the danger of a fire, please notify any adult in charge.

In the event of a Fire Evacuation being called.

Your Fire Assembly Point is: The front garden inside the gates.

Your route to this point is:

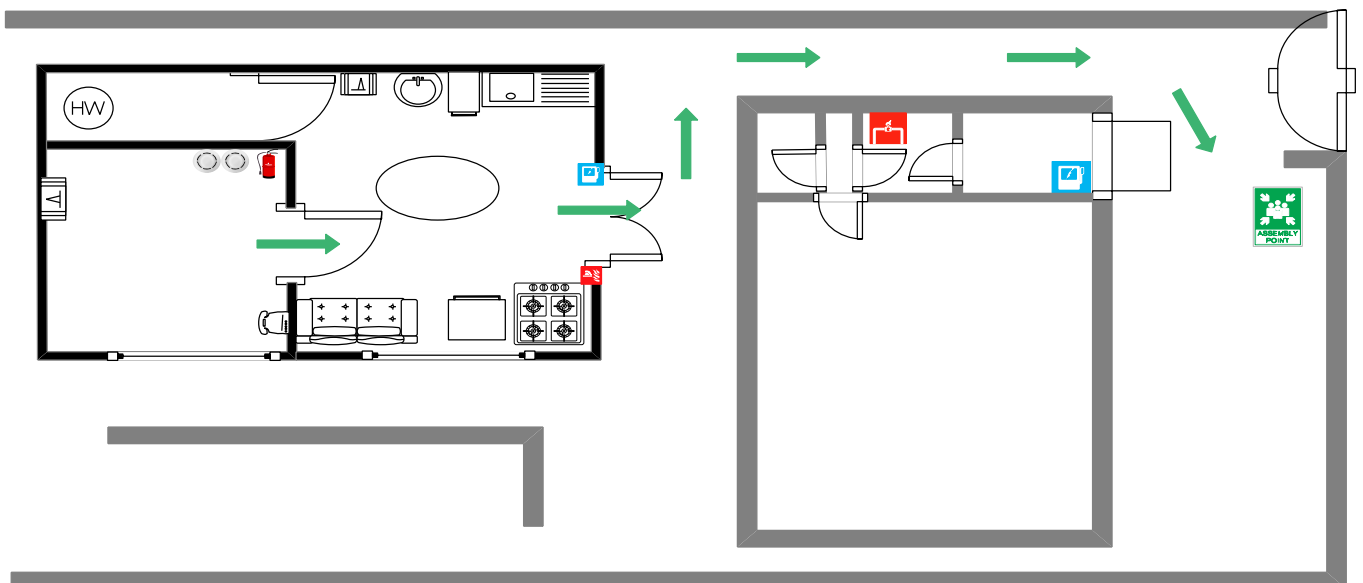
Out of The Den

Down the side of the main house

Through the security gate and into the front garden.

Assemble by the front gates

be prepared to move as a unit from there to a further place of safety.



Action Review Template

Completion Logs

The Den/Policies/

File Location of Previous Documentation

The Den/Policies/Archives

Document Control.

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25/10/2018

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Planned Review Date

25/10/2019

Change Log for this document

Revision: For proof reading and completion. Mar 19 yjh

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