

Fire Prevention, Maintenance and Evacuation Safety Policy

In2Care understands the importance of fire safety.

Induction and actions

- Ensure all staff are aware of the fire procedure for each In2Care site.
- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- In2Care has appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which are all in working order and supplied and agreed as part of rental agreements with sites. These are tested by the school which is also agreed prior to termly rental.
- Children are introduced to the fire safety procedures during their settling in period and through regular half termly fire drills.
- Fire drills are recorded to learn how to can improve.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Each In2Care site has a notice explaining the fire procedures which are positioned next to every fire exit.

Fire prevention

In2Care will take all steps possible to prevent fires occurring by:

- Daily risk assessment checks to include fire prevention.
- Ensuring that power points are not overloaded with adaptors or covered.
- Every In2Care site is a non-smoking site.
- Checking for frayed electrical wires.
- Ensuring electrical items are PAT tested.
- Switching off/and or unplugging appropriate equipment before leaving the premises.
- Storing all products (any potentially flammable materials) safely, and following COSHH requirements to use them safely.

In the event of an emergency evacuation

In the event of a fire In2care will:

- A member of staff will raise the alarm and call the emergency services giving full details of the site.
- The children will be escorted immediately out of the building 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.
- A full check of the building will be completed, doors closed to prevent the spread of the fire, and the register will be collected if safe and appropriate to do so.

- The register will be taken, and all children and staff accounted for.
- If the register is not available, the manager will use the emergency contacts list to contact parents/carers.
- No one can re-enter the building until the Manager, or in the case of a fire, the Fire Brigade, deem the building to be safe. If the building is not safe to return to, children and staff stay at the fire assembly point, and sign children out once collected by their designated adult from this area.

This policy was adopted by: In2Sport	Date: 13 th October 2020
To be reviewed: October 2021	Signed: L M Hall