

Fire Safety and Emergency Evacuation Policy

Allstars

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1. Policy Statement

Allstars takes fire safety and emergency preparedness extremely seriously. We are committed to maintaining a safe environment for all children, staff, and visitors by ensuring that fire prevention measures are in place and emergency evacuation procedures are clearly understood, regularly practised, and effectively implemented.

This policy complies with the **Regulatory Reform (Fire Safety) Order 2005**, the **Health and Safety at Work Act 1974**, and the **Early Years Foundation Stage (EYFS) Statutory Framework**.

2. Responsibilities

- The **Club Manager** is the designated Fire Safety Lead and ensures that all fire procedures are followed.
- All staff are responsible for familiarising themselves with fire exits, alarms, and evacuation routes.
- Fire safety forms part of staff induction and ongoing training.

3. Fire Prevention Measures

- Daily checks are completed to ensure fire exits are clear and escape routes are unobstructed.
- Electrical equipment is checked regularly and PAT tested where applicable.
- No smoking or open flames are permitted indoors.
- When campfires or fire-based activities (e.g. bushcraft) are planned outdoors, additional risk assessments are completed and safety measures implemented.

- All cooking and heating appliances are used with appropriate supervision and risk management.

4. Fire Detection and Equipment

- The premises are fitted with working fire detection and alarm systems.
- Fire extinguishers are checked annually by a qualified contractor.
- Fire blankets are available near cooking areas.
- Staff are trained in the appropriate use of fire safety equipment but are not expected to put themselves at risk.

5. Evacuation Procedure

In the event of a fire or emergency:

1. The alarm is activated immediately.
2. Staff calmly direct children to the nearest safe exit, using designated escape routes.
3. Staff take registers and emergency contact details.
4. A roll call is taken once at the assembly point.
5. Emergency services are called (999) as soon as the alarm is raised.
6. No one re-enters the building until cleared to do so by emergency services.

Assembly Point: Clearly marked outside the building (location is site-specific and shared with all staff during induction).

6. Fire Drills and Training

- Fire drills are held at least once per half term and recorded in the Fire Log.
- Children are familiarised with the sound of the fire alarm and taught how to evacuate calmly.

- All staff receive fire safety and evacuation training on induction and at least annually thereafter.

7. Visitors and Contractors

- All visitors are signed in and made aware of evacuation routes and procedures upon arrival.
- Contractors working on site are informed of fire safety protocols as part of site induction.

8. After an Evacuation

- Any issues arising during the evacuation are reviewed and addressed.
- Parents will be informed of any incident requiring evacuation.
- A record of the event and any follow-up action is kept in the Fire Log.

9. Review

This policy and the evacuation procedure are reviewed annually or following any incident or significant change to the premises.

Date of next review: August 2026

Policy lead: Club Manager / Fire Safety Lead