



Fire Safety

Policy statement

The PlayDen understands the importance of vigilance to fire safety hazards. Notices explaining the fire procedures are displayed by the entrance/exit to the club. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy, and fire drills are regularly carried out.

Procedures

All staff should be aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. They are all 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.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasion from then on. All children will be made aware of the location of fire exits and the fire assembly point(s).

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

Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance (this is completed by the School Site Manager).

The Manager will appoint a designated Fire Safety Officer who will be responsible for arranging fire drills and tests (currently Kathryn McKeller). Fire drills will take place termly and will be performed at each session on different days of the week, ensuring all children and young people practice the procedure.

All fire drills, fire incidents and equipment checks will be recorded on the fire drill record log.

Fire Prevention

The Club 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 Club's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- 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.

A copy of the fire evacuation procedure is displayed on the wall by the entrance to the Club.



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 children will immediately be 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 entire premises will be checked by the staff and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire.

The register will be taken 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. For ease of the situation, the children will use the same assembly point they use for the school, bottom end of the MUGA.

If for any reason the designated fire safety officer is absent at the time of an incident, the manager in charge will assume responsibility or nominate a replacement member of staff.

All staff and visitors must sign in when entering School (when the system accounts for this), as well as sign in on the Club's register in case of fire.

This policy was adopted at a meeting of	The PlayDen
Held in:	April 2026
To be reviewed in:	April 2027
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager