



FIRE SAFETY REPORT

April 2018

Introduction

This report has been compiled for the committee members of Ashfield Play Care Scheme, and has been produced in order to review compliance of the Regulatory Reform (Fire Safety) Order 2005.

The inspection was first undertaken on 6th May 2013 by Linda Summerland, and necessitated the production of a new floor plan and emergency evacuation procedures following the total re-build and re-design of the original premises that were destroyed by fire in December 2012.

A full copy of the fire safety risk assessment (educational premises) guidance is held in the manager's office.

A copy of the report has been issued to all committee members and management staff, and the contents can be shared with parents etc on request, and forms the basis of our evidence of compliance.

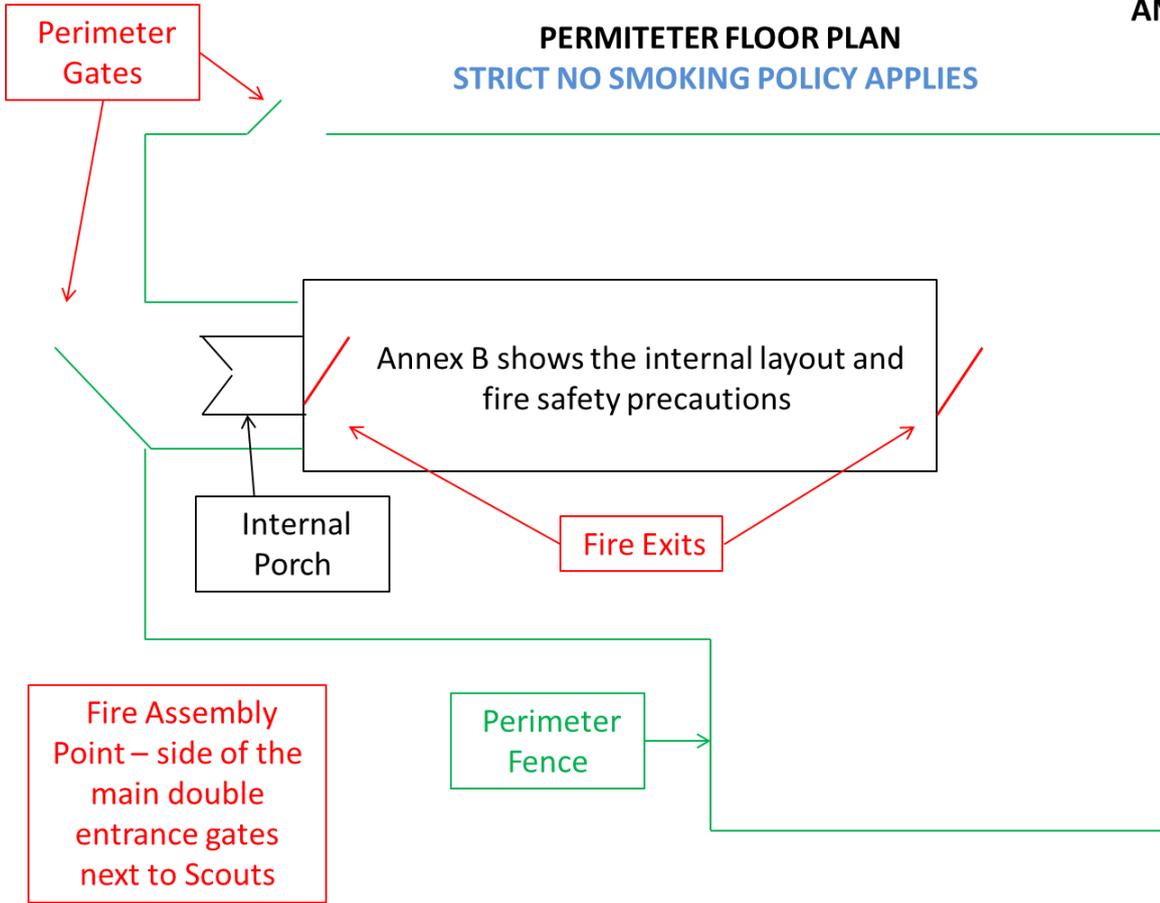
Background

The Regulatory Reform (Fire Safety) Order 2005 which is effective from 1st October 2006, mandates the need for us to undertake our own fire risk assessments, and replaces the previous system whereby we were externally assessed and issued with a fire certificate.

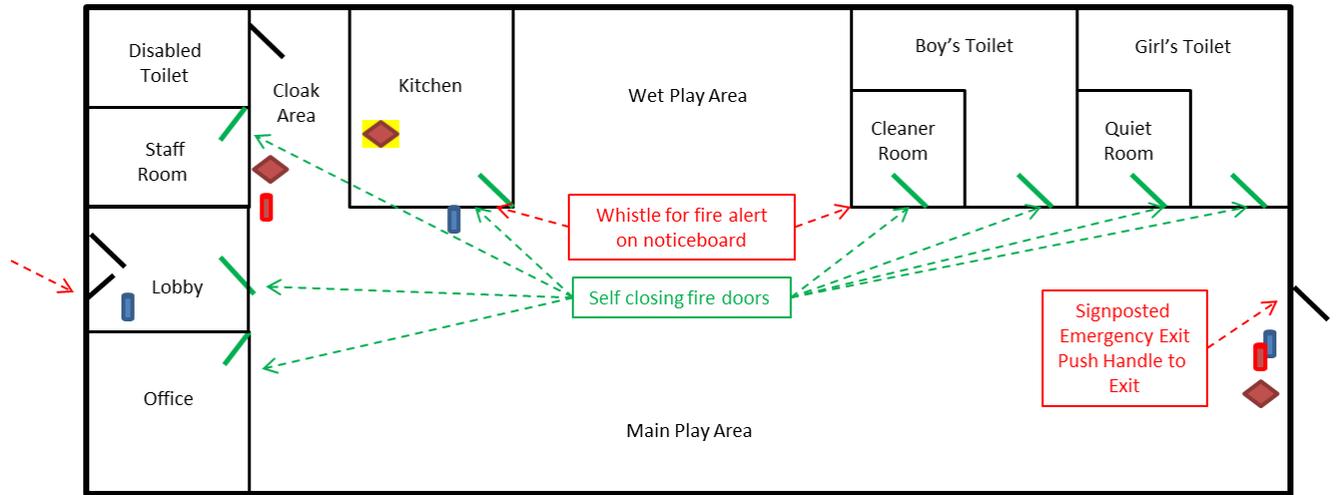
Contents

Annex A	Perimeter Floor Plan (details outline of premises within the perimeter fence and perimeter gates).
Annex B	Floor Plan (details internal layout of premises and fire precautions).
Annex C	Fire Evacuation procedures, and also known as the emergency plan)
Annex D	Risk Assessment (record of significant findings).
Annex E	Summary of regular checks to be undertaken (includes frequency and responsibility).
Annex F	Summary of all actions required (includes responsibility and timescales for completion).

PERIMETER FLOOR PLAN
STRICT NO SMOKING POLICY APPLIES



INTERNAL FLOOR PLAN AND FIRE PRECAUTIONS
STRICT NO SMOKING POLICY APPLIES



KEY:

-  Fire Extinguisher (Carbon Dioxide)
-  Fire Extinguisher (Foam)
-  Alarm Activation Panel
-  Fire Blanket

FIRE EVACUATION PROCEDURES (EMERGENCY PLAN)

The glass panel on the alarm activation buttons (located on the wall at the side of the back door and on the wall at the side of the main internal door near to the manager's office) should be broken and the button pressed to raise the fire alarm. (There are several whistles also located on the walls in the main play area which may be used to raise the fire alarm).

The team member in charge is responsible for ensuring that the fire evacuation policy is adhered to. (A copy of this policy and associated floor plans will be posted on a main notice board within the internal building, and a copy will be provided to anyone hiring the premises).

On discovering a fire the following action should be taken:

- ! The alarm should be sounded to alert everyone to leave the building immediately (People should not delay their exit in order to collect coats and personal belongings).

The person in charge should ensure that staff assist all children and visitors to the nearest/safest fire exits, paying particular attention to young children, those with disabilities and people unfamiliar to the premises. (Personal Evacuation Plans will be instigated as appropriate). Unless instructed otherwise these should be as follows:

- ! People at the bottom end of the building (TV / toilets / pool table area etc.), should leave through the fire exit next to the girl's toilet and then the side fence perimeter gate. The fire exit opens when the handle is pushed, and the perimeter gate will be opened by the person in charge when they have exited the building. (If difficulty is encountered in opening the perimeter gate, e.g. the person in charge was not able to access the keys etc, then the people should congregate in the far corner of the playground near the obstacle equipment until the emergency services arrive).
- ! People at the top of the building (reception / computer / kitchen area), should exit via the main entrance.
- ! Anyone in a central area (home corner, wet play area etc) should exit via the main entrance.
- ! Those playing outside should leave through the side perimeter gate.
- ! Everyone should walk in an orderly manner at all times.
- ! The person in charge should be the last person to leave the premises having ensured that the building is empty, the attendance register is removed and the Fire Brigade has been called on 999 if the evacuation is not a practice drill. (The person in charge will be responsible for enlisting staff help if required to check that all rooms have been vacated).
- ! Wherever possible, all windows and doors should be locked as long as no-one is putting their own life at risk. (Time should not be spent in switching off any electrical appliances).
- ! Staff should not attempt to tackle the fire themselves unless they feel confident in discharging the fire extinguishers and are not placing themselves under any unnecessary risk.

On exiting the premises everyone should congregate together at the side of the main gates to the compound (i.e. inside the main fenced perimeter at the side of the Scouts building). If the fire is in this area of the compound, or there is extreme inclement weather, the person in charge will be responsible for identifying and communicating a safe alternative congregation point.

An attendance register will then be taken. No-one should leave the line of assembly until the all clear has been given.

If the evacuation is not a practice drill:

- ✓ The person in charge will be responsible for meeting the fire and rescue service on their arrival and notifying them of any issues e.g. location of the fire etc.
- ✓ The person in charge will be responsible for contacting the Chairperson and agreeing actions and responsibilities for keeping children safe until they can be collected by a parent / guardian.
- ✓ The fire and rescue service will be responsible for notifying the person in charge when it is safe to enter the building, and suitable arrangements for the collection of personal belongings.

After any evacuation, a report on performance should be written and be available to all children / parents / visitors and reviewed at the next committee meeting so that any issues or concerns can be addressed.

RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS

Risk assessment for		Assessment undertaken by
Ashfield Play Care Scheme (APCS) Lammas Compound Sutton in Ashfield NG17 2AD		Date: 25 th April 2017 Completed by: A Hunt
Number of sheets	Floor/area	Use
Three pages in total	Ground floor (all internal and external areas within perimeter fence)	Play areas Toilets Kitchen Staff room Manager's office Store/cleaning room Sensory/quiet room Outside play areas Lobby/cloak area
Step 1 – identify fire hazards		
Source of ignition	Sources of fuel	Sources of oxygen
Electrical wall mounted heaters Water boiler Lighting Numerous electrical appliances (inc. office equipment) Potential arson (deliberate ignition or vandalism)	Fabrics and papers Books Cleaning products Plastic (inc toys, DVDs etc) Ceiling & floor tiles Computer equipment Furniture and soft furnishings Decorations Waste & litter products	Natural air flow from door and window openings No additional sources (but electrical fans in place which could speed up circulation of existing oxygen)
Step 2 - People at risk		
Maximum of 60 (includes children between ages 4-11 & staff). Personal Evacuation Plans are held for any child identified as having a disability (e.g. mobility, language, learning or visual impairment)		
Step 3 – Evaluate, remove, and protect from risk		
(3.1) Evaluate the risk of the fire occurring	Wall mounted heater guards could be used to <i>store stacked paper etc</i> <ul style="list-style-type: none"> Accumulation of waste material over the course of days Overloading of electrical sockets 	
(3.2) Evaluate the risk to people from a fire starting in the premises	Predominantly open plan premises. Means of escape from central area to either outside play area or to congregation point. <ul style="list-style-type: none"> Potential for relatively fast fire growth Fire in main room could affect means of escape Fire in the internal porch area could affect means of escape (and potentially go undetected for a period of time) 	

<p>(3.3) Remove and reduce the hazards that may cause a fire</p>	<ul style="list-style-type: none"> • No smoking policy applies within perimeter area at all times (to be supported by signage) • Daily removal of all waste and litter products in place to refuse bin which is sited outside of the internal areas • All doors and windows to be closed when not required for ventilation purposes <p>Note: Premises are within a secure compound, (main entry gates locked when buildings not occupied), and were re-built in April 2013 and the design included a dedicated large storage area with closing doors, dedicated room for the storage of all cleaning and highly flammable items, new electrical installation throughout (inc lighting) with good access to a large number of wall sockets to ensure systems are not overloaded, mounting of new wall guards to all electrical heaters, purchase of fire retardant upholstered furnishings and dedicated cloakroom area for the hanging of clothing/bags etc.</p>	
<p>(3.4) Remove and reduce the risks to people from a fire</p>	<p>The earlier fire precautions have been assessed in view of the findings and actions recorded, and are considered adequate.</p> <p>Note: The building is single storey with APCS being the only occupier. A new electrical installation throughout (incl. fire alarm system, lighting, access system etc) was installed in April 2013</p>	
<p>Assessment review</p>		
<p>Assessment review date: 25/4/2018</p>	<p>Completed by: April Hunt</p>	<p>Signature: </p>
<p>Review outcome (where substantial changes have occurred a new record should be used) No concerns</p>		
<p>Annex F of the Fire Report includes the above actions at sections 3.3 and 3.4 and details who is responsible for taking corrective action and the associated timescales for completion</p>		

SUMMARY OF ALL FIRE ACTIONS REQUIRED

Ref No	Action and clearance date	Action Manager	Notes
01	Issue floor plan & hire document to all hirers of the building Action by N/A	Ann Buchanan	N/A. Building not hired to third parties.
02	Record of fire drills to be maintained and kept for inspection when asked Action Ongoing	Ann Buchanan	
03	Assemble point signage to be fitted to double gates at rear of site Action by 30/06/18	Adrian Hunt	
04	Spare keys to be affixed in key holder adjacent to gate for immediate access Action Completed	Ann Buchanan	