



FIRE SAFETY

NLS understands the importance of vigilance to fire safety hazards.

The schools have an up to date fire certificate and notices explaining the fire procedures and all staff sign a document weekly to confirm they know the procedures. All staff, students, volunteers and children are aware of the fire safety procedure set out in this policy.

All staff are 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 the session and on regular occasion from then on. All children will be made aware of the location of fire exits and the fire assembly point. Fire Drills will be in accordance with the schools.

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

Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

FIRE PREVENTION

NLS will take all steps possible to prevent fires occurring. As such, Luke, Scott and the team of staff are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the clubs 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.

Luke and Scott will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

In the event of a fire

In the event of a fire during the school day- Please refer to the school fire evacuation procedure.

IN THE EVENT OF A FIRE DURING A SPORTS CAMP

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 evacuation.

The entire premises will be checked by the Fire Safety Officer 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.**



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

All fire drills or evacuation must be recorded on NLS fire drill sheet and reported to LS or SH.

During sport camps a fire drill must be practised and explained to all the staff and children.