

DATED

2018

METCALF MULTISPORTS LIMITED

FIRE/EVACUATION POLICY



**METCALF
MULTISPORTS**

ABOUT THIS POLICY

- 1.1 This policy is in place to ensure that each member of staff or contractor knows and understands the exits locations on site, the fire assembly point and where all fire safety equipment is stored. Staff and contractors must pay attention review each client site they attend to familiarise themselves with the location and the evacuation procedures, including paying attention to the various type of fire extinguisher and the way in which each one works.
- 1.2 Children must be made aware of fire exits, the fire assembly point, and the route in which will be taken to arrive there. Staff and contractors will run through this with children and do fire drills to incorporate in with good practice.
- 1.3 Fire doors are easily accessible and clearly marked. Staff, contractors, children, and parents will be able to identify these easily. Furthermore, each fire exit is left unblocked and allows for an easy exit.
- 1.4 Any fire drill, or fire incident that happens on site will be reported to area manager and noted for future reference. This allows Metcalf Multisports to improve standards and maintain current high standards at all our sites.
- 1.5 1.3 In the event of a fire In the event of a fire all Metcalf Multisports staff members will follow the below:
- 1.6
 - As soon as a fire is found then the Metcalf Multisports member of staff raises the alarm immediately and the fire services are alerted straight away.
- 1.7
 - All children will be escorted out of the nearest fire exit and walked to the fire assembly point. All personal and other items are left in the building with no attempt to take them by anyone. The Site Supervisor will be the last person to leave the premise shutting all fire doors on the way out.
- 1.8
 - Metcalf Multisports staff will then take the register to make sure all children and staff are safely out of the building.
- 1.9
 - When the register has been taken and for any reason someone is not accounted for a Metcalf Multisports worker will make the emergency services aware immediately. At no point, does anyone re-enter the building until safe to do so.

2. PREVENTATIVE ACTION

- 2.1 Each club will work as hard as possible to prevent any fire or emergency evacuation as possible. The staff and contractors on site will be responsible for:
 - (a) Ensuring all power sockets are only used to their ability and not overworked.
 - (b) Ensuring no smoking happens on site by any staff member, parent, or child.
 - (c) When using electrical equipment, staff will carry checks on all wiring and sockets to make sure they are safe.
 - (d) If any materials on site are flammable then they will be kept in a locked away cupboard or in a room out of use from anyone other than Metcalf Multisports workers.

2.2 The Staff member or contractor in charge on site will go over the above points with any new staff, contractor or any staff member that needs refreshing on any of the above bullet points

3. PROCEDURE ON DISCOVERY OF A FIRE

3.1 In the event of a fire In the event of a fire all Metcalf Multisports staff members and contractors should follow the procedure below:

- (a) As soon as a fire is found then the Metcalf Multisports member of staff or contractor raises the alarm immediately and the fire services are alerted straight away.
- (b) All children will be escorted out of the nearest fire exit and walked to the fire assembly point. All personal and other items are left in the building with no attempt to take them by anyone. The Site Supervisor will be the last person to leave the premise shutting all fire doors on the way out.
- (c) Metcalf Multisports staff and contractors will then take the register to make sure all children and staff are safely out of the building.
- (d) When the register has been taken and for any reason someone is not accounted for a Metcalf Multisports staff member or contractor will make the emergency services aware immediately. At no point, does anyone re-enter the building until safe to do so.