



## Fire Safety Policy and Procedure

Policy Revised: Feb 2026

Next planned review: Feb 2028 or sooner as required

### OBJECTIVES

To ensure that appropriate measures are in place to manage the risks to Scarf members and staff from fire occurring within the premises we are hiring/occupying during any of our clubs and activities.

To ensure staff understand that fire prevention is of vital importance to Scarf, and that fire has the potential to present significant risks to health and safety.

### POLICY

Scarf does not currently own any buildings, and any clubs/activities that we offer our members take place at hired venues or the venue supplied by the activity provider/centre we are using.

Scarf's Committee are responsible for reviewing and implementing our fire policy and procedure. Scarf will ensure that there are robust mechanisms in place to minimise the risk of fire at any of our term-time clubs (Multi Sports, Youth Club, Drama Club) and holiday activities, including Scarf 2 activities and will do the following:

- Liaise with all regular venues that we book to ensure that we are satisfied the appropriate control measures are in place regarding fire risk (this includes obtaining a copy of their fire policy and procedures).
- Check that the venues we use provide means of detection and early warning in case of fire.
- For each of our clubs, ensure a procedure is in place for the action to be taken in the event of a fire – see Fire Evacuation Plan Template (appendix 1).

- Identify any of Scarf's service users or staff who may require assistance in the event of a fire and complete a Personal Emergency Evacuation Plan (PEEP) for this individual (see form in appendix 2)
- Ensure staff (and children/young people where appropriate) and visitors are made aware of fire precautions and emergency arrangements.
- Ensure staff (and children/young people where appropriate) are aware of fire safety and carry out practice fire drills intermittently.
- Ensure good housekeeping at Scarf activities to minimise the risk of fire.
- Keep records of all fire safety matters using the Incident Report Form (appendix 2).

## **EVACUATION PROCEDURES FOR SCARF CLUBS**

Each of Scarf's regular term-time clubs will have a fire evacuation plan (see template form in Appendix 1) which will be regularly reviewed and updated. This plan will be informed by the fire evacuation policy and procedure obtained from individual venues. Staff should be briefed regularly on the plans in place, and anyone who needs extra assistance should be identified, and additional plans put in place (and detailed in the Risk Assessment).

Actions Required During Evacuation (for all clubs/activities):

- The person who identifies the fire should summon emergency help by calling 999 and activate the fire alarm.
- The club's register (including names of children/young people, staff and coaches/visitors) should be held by the person in charge (club supervisor).
- The person in charge (club supervisor) should ensure that, at all times, a list is available of the people who have been evacuated and those still in the building.
- Designated personnel should be allocated to the external doors in the case of fire alarm activation ensuring that no inappropriate persons are allowed to enter the premises.
- In the event that the Emergency Services are involved, the lead will be taken by the senior officer/club supervisor on site.

## **COMMON CAUSES OF FIRE AND HOW TO GUARD AGAINST THEM**

- Electricity – Scarf should not use electrical items unless they have been PAT (Portable Appliance Testing) tested. Any electrical items used should be switched off after use.
- Rubbish and Waste material – ensure that Scarf staff are not leaving accumulated waste materials, and if staff notice that venues we hire are doing so, this should be reported back to the Committee to discuss with the venue.
- Smoking – Scarf staff/members should not be smoking (including E-cigarettes) at any Scarf club or activity.
- Cooking – particularly care should be taken around any activity that involves cooking (eg. at Youth Club), in particular the use of deep fat fryers and ensuring combustible materials such as cloths, towels and loose-fitting clothes (especially sleeves) are kept

well clear of hobs. Any Scarf child/young person involved in a cooking activity should be closely observed and not left unsupervised.

- Heating appliances – if heaters are used in venues that Scarf is hiring, ensure that materials that could ignite are kept well away from them, paper/books/clothes are not draped over them and ventilation grills do not become obstructed. Staff should discuss any concerns they have with the venue's heaters with the Committee, who will bring this up with the venue provider.
- Combustible Materials (solids or liquids that can easily burn, including paper, cardboard, hand gel, etc) – the amount of combustible materials should be kept to a minimum on the premises. Any concerns regarding these materials at the venue should again be discussed with the Committee to feedback to the venue.

## **FIRE DRILLS**

Fire drills should be carried out to check that staff understand and are familiar with the operation of the Fire Evacuation Plan, to evaluate effectiveness and identify any weaknesses in the plan. The frequency of drills for each club will reflect the level of risk and ideally take place once a year. This should be carefully planned to minimise upset to the children/young people attending the club.

When carrying out a fire drill it may prove helpful to inform children/young people and their parents/carers in advance to that they can process the information and be prepared. There will be no need to use the fire alarm if this would be distressing for the individuals involved.

A record of the fire drill undertaken should be kept.

## **END-OF-DAY CHECKS**

When leaving the hired building after a club, the club supervisor or person in charge should ensure that:

- The building is secured/locked if needed by the club supervisor when we leave.
- Any doors and windows that Scarf have opened have been closed.
- No combustible material is left lying around.
- No unauthorised people are on the premises.
- Required alarms are switched on.
- Any cookers/heaters/electrical items that have been used have been switched off.

Appendix I: Fire Evacuation Plan Template with sample wording

**Fire Evacuation Plan**

Premises Address and Contact Number:	
Plan Date:	Review Date:
<b>Fire Evacuation Plan</b>	
<b>Raising the alarm:</b>	<p>If a fire is discovered by a (<b>INSERT CLUB</b>) staff member or a visitor notifies a staff member of a fire, the alarm will be raised by:</p> <ul style="list-style-type: none"> <li>• activation of the nearest alarm point or commencing manual warning (whistle, shout etc.). Nearest alarm point is (DESCRIBE WHERE)</li> <li>• If fire is detected by automatic detectors, this will trigger the fire alarm</li> </ul>
<p><b>Action staff/parents/carers should take on hearing the alarm:</b></p> <p>The following actions will be taken upon the fire alarm being sounded/raised:</p>	<ul style="list-style-type: none"> <li>• The (<b>INSERT STAFF MEMBER</b>) will take charge and lead in the fire evacuation of the children/young people attending the club (ie: they will be the designated Fire Marshall)</li> <li>• The Fire Marshall will take responsibility for dialling 999 and requesting attendance by the Fire Service giving their name, name of building, building address (as detailed above), contact number and details of fire.</li> <li>• Fire Marshall to pick up the club register</li> <li>• Fire Marshall with support workers will commence evacuation of the building ensuring this is done in a calm and orderly manner providing assistance to those needing additional help in evacuating, selecting the most appropriate fire exit depending on where the fire is situated.</li> <li>• For people coming down the stairs, those most able/quickest should go down the stairs first with the less able/those needing support following calmly behind them.</li> <li>• Lifts are not to be used for evacuation.</li> <li>• Fire Marshall to sweep any rooms the group have used (including toilets) to ensure these areas are clear if safe to do so, and ensure all doors are closed on the way out.</li> <li>• If a child/young person refuses to leave the building, explain again why and where they need to leave. If they continue to refuse, the staff member should leave themselves via the appropriate route and inform the Fire Service directly of the last known whereabouts of the child immediately on arrival.</li> <li>• Fire Marshall to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service</li> <li>• Meet at assembly point and Fire Marshall to check all staff, children/young people and visitors are accounted for</li> <li>• Fire Marshall to liaise with Fire Service upon their arrival</li> </ul>
Escape/Exit Routes	The designated fire escape routes from the ( <b>INSERT</b> ) Club are:
Fire Assembly Point	The assembly point depends on the exit route taken:
Fighting fires – Extinguisher	Fire extinguishers will only be used where:

use	<ul style="list-style-type: none"><li>• Staff have received training and feel confident in their use</li><li>• Where it is deemed safe to do so ie. there is a clear means of escape, fire is small</li></ul> <p>Personal safety always takes priority and, if in any doubt, staff should not attempt to distinguish a fire.</p>
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Appendix 2: Personal Emergency Evacuation Plan Template (PEEP)



**Personal Emergency Evacuation Plan (PEEP)**

<b>General Details:</b>	
Participants Name:	
Club attending:	
Location of club and floor:	
<b>Evacuation Requirements:</b>	
Type of assistance required (eg. 1 to 1 support on the stairs, etc):	
Equipment required for evacuation (including any means of communication):	
Evacuation Procedure (a step by step account beginning from the first alarm):	
Date of agreement:	
Names of those involved in this PEEP (this should include club leader, parents/carers and child/young person):	