

Fire Safety Procedure

In the event of staff discover a fire or hear the fire alarm warning the building will be evacuated, through the nearest fire door and assemble at the back of the car park, by the gate into the recreation ground, if however the fire is at the back of the building the assembly point will be the front car park. the staff will make sure that all the children are out of the building by checking the toilet areas etc , A designated member of staff will call the register while the manager will contact the fire department and all staff will ensure that we will keep the children reassured at all times.

The essential elements of the fire procedure will be displayed on the fire instruction notices, however the staff will be issued with a copy of the procedure as part if their induction training.

Fire doors will be closed at all times to prevent the spread of fire and /or toxic smoke.

Corridors and escape routes will be kept clear at all times of things that are likely to cause a fire or accident, or impede evacuation in an emergency.

Hazardous materials will be stored, used and disposed of in accordance with all legal requirements and safe working practices.

Every individual who has a disability , which may effect his or her ability to recognize that an emergency is taking place or to evacuate a building unaided, will have a personal emergency evacuation procedure drawn up. this will be specific to the individual's needs and abilities.

In accordance with fire safety legislation, a fire risk assessment will be carried out and will be amended as necessary when circumstances require it.

The basic fire procedure will address;

- Action on discovering a fire

- Action on hearing the fire alarm

- Action by those with special duties

- Evacuation of children or adults with special needs or disabilities.

A fire drill will be carried out every half term and will be recorded, monitored and reviewed.

Our fire evacuation procedure will include;

Where the register is kept, how it is accessed and by whom.

Not collecting personal belongings

Closing all doors and windows, if it is safe to do so

Turning off all electrical equipment, if it is safe to do so.

Not re-entering the building unless it is safe to do so.