

### 2.7 Fire Safety Policy

- No smoking anywhere in the building or on site.
- Fire Exits kept clear at all times. Fire door and trip hazards are checked in the daily morning risk assessment and as part of the monthly Fire Safety Check carried out by Health and Safety Officer.
- Electrical equipment checked annually and PAT certificate displayed on noticeboard.
- Electrical sockets covered when not in use.
- Fire Blankets and Fire Extinguishers checked annually by maintenance engineer and monthly by Health and Safety Officer.
- Staff trained in the use of the above items.
- Register (tablet) to be kept up to date and accessible on tray unit, or on top step if outdoors.
- Visitor Book to be used for all visitors and kept near to the front door.
- Fire Evacuation Procedure visible to everyone and practiced regularly.
- Visitors are made aware of our Fire Evacuation Procedure
- Children kept away from the kitchen.
- Heating maintained and used correctly.
- Safety mats made from fire-resistant foam.
- Paper and any flammable materials kept away from heaters.
- Location of telephone known to all; Duty Supervisor to have access to mobile phone.
- Fire Drills should be carried out at least every half term, or more frequently to ensure that each member of staff and all children are present at one.
- Headcount facility on Famly to be used to record children present at a fire drill.
- Fire Drill Logs should be entered in the Register folder, and evaluated.
- Staff should be aware of their role during a drill, eg. collecting the tablet etc.
- Fire alarm will be tested weekly on Tuesday mornings. The callplates are tested alternately and tests logged in the Fire Log Book.
- Monthly Fire Safety Checks and Fire Extinguisher Checks are carried out by Health and Safety Officers and signed on sheets in the Fire Log Book.

#### Special considerations for special needs children.

- Each special needs child must have an assigned adult to help.
- Use “PEEP” form for any adult or child with special need.

### Fire Alarm Test Procedure

- Turn key to “t1”
- Press centre button on callplate
- Press “silence” on panel
- Using white key on callplate, push and turn clockwise. (Led should turn off)
- Press “Reset” on panel
- Turn key back so “t1” no longer displayed

Alternate weekly testing of both callplates on Tuesday mornings.

### To Reset the Alarm After it has been set off

- Turn key to “t1”
- Press “silence” on panel
- Using white key on callplate, push and turn clockwise. (Led should turn off)
- Press “Reset” on panel
- Turn key back so “t1” no longer displayed

***Policy Reviewed September 2022***  
***Policy Review Date September 2024***

# **FIRE EVACUATION PROCEDURE**

**On hearing the fire alarm, the following actions will be taken**

## **Actions to be taken by Duty Manager**

**Check fire control panel and confirm there is a fire.**

**Initiate a full evacuation of the premises**

**Call 999 Fire and Rescue Service**

**If possible, send staff member to car park entrance to maintain access and liaise with officer in charge of attending fire appliance.**

**Collect tablet and visitor's book, and other evacuation aids, including completed PEEPS and report to assembly point.**

**Stop people from re-entering the building until permission has been obtained from the Fire Officer in charge.**

## **Actions to be taken by Fire Wardens**

**DIRECT CHILDREN VIA THE NEAREST EXIT TO ASSEMBLY POINT (PATH OUTSIDE ENTRANCE GATE)  
CHECK ALL ROOMS AND CLOSE DOORS. CONDUCT A HEADCOUNT AND CALL REGISTER**

## **Actions to be taken by guests/tradespersons**

**Do not stop to collect personal possessions.**

**Report to the assembly point (by the entrance gate to premises)**

**Inform the fire marshal you have evacuated**

## **Actions to be taken on discovering a fire**

**Raise the alarm**

**Attack the fire if appropriate**

**Leave the building by the nearest exit**

**Don't stop to collect personal possessions**

**Report to assembly point (by entrance gate to premises)**