

## ***Fire Safety Policy***

### **Statement of Intent**

The safety of children and staff in the event of a fire is our chief concern. We recognise that the speed at which we act is paramount to the safety of children and staff. To act swiftly, we need clearly marked fire exits and well-practised evacuation procedures.

### **Aims**

- To ensure that all staff understand the procedures to be followed in the event of a fire.
- To have clearly marked fire exits.
- To practise evacuation procedures and document these practises.
- To ensure that all fire safety equipment is regularly checked and serviced.
- To know who to contact in the event of a fire.

### **In order to fulfil these aims**

- Fire exits are marked by clearly visible signs.
- Fire exits are never obstructed and are easily opened from the inside.
- Fire drill procedures are displayed on the notice-board in the foyer.
- All fire extinguishers are serviced annually. This is the responsibility of the management team
- Fire drills are initiated by the Pre-School Leaders.
- The Pre-School Leader rings the alarm for fire drills.
- 1 fire drills per half term are carried out and recorded in the Fire Drill Book.
- All parents are informed of the fire drill procedure by signs on the wall.

### **Procedure to be followed in the event of a fire inside the building**

- The designated fire warden is the most senior member of staff present on any given day.
- Do not stop to pick up personal belongings.
- Everyone will stop what they are doing and move towards the fire exit. The assembly point is the covered shelter in the school playground.
- An allocated person will collect the register & mobile phone.
- The remaining staff and parent helpers will supervise the children out of the building. They will ensure that children both out of the building and those still waiting to leave are supervised.
- A staff member will check the toilets, kitchen and other areas as he/she leaves the building.
- At the assembly point, the allocated person will call the register, while another member of informs the school secretary who will call the fire brigade (during a practice Fire Drill, once the register has been called and everyone is accounted for, the children will then be escorted back into the building)
- In the event that we are unable to re-enter the building, the children will be taken to the school field or millend car park and supervised until each parent/carer has been contacted and has subsequently collected their child.