

# Fire Safety Procedure Policy

## AIM

**In the event of a fire we aim to evacuate the building in a calm but efficient manner.**

**The safety of the children and staff are paramount and we will follow our fire procedure code.**

*'Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, and fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.'* EYFS 2012

**The Manager to undertake fire risk assessment, check equipment and undertake fire drill practice and complete form**

## POLICY

- Fire exits clearly marked
- Fire exits are not obstructed
- Staff awareness and risk assessment carried out and recorded
- Staff remain calm and are aware of their roles
- All staff given a copy of procedure
- Staff aware of positions of fire blankets, extinguishers and alarms
- Fire drill carried out in conjunction with school
- Floor plan of the building attached
- Any child with a disability will have an individual evacuation plan which will be specific to their needs

## PROCEDURE

- Assemble children at the nearest fire exit
- Manager or Deputy Manager to collect register which includes emergency contact details for all children and staff
- Member of staff without specific duty to assist with evacuation of children
- Room Supervisor of Hedgehog room to check Hedgehog room and toilets
- Room Supervisor of Badger room to check Badger room and toilets
- Manager or Deputy to check building is empty and close doors
- Assembly point at far fence in outside area (sign present) or by Park Mead vehicle fence (inside)
- Take register to establish all children and staff are present
- Member of staff to liaise with school for all clear

## **FIRE RISK ASSESSMENT**

### **Step 1 – Identify the fire hazard**

The most likely cause of a fire would be the oven and staff are trained to ensure it is not left unattended and turned off after use

### **Step 2 – Identify people at risk**

Children, staff and visitors

### **Step 3 – Evaluate, remove or reduce and protect from risk**

There is a gate and door between the oven and the hedgehog room

### **Step 4 – Record, plan, inform, instruct and train**

Records are kept of the practice fire drills / actions identified if items are in the way and the layout of the room is considered so fire exits are not blocked  
Staff briefed in their induction about procedure in case of fire and the route to take

### **Step 5 – Review**

Risk assessments to be reviewed termly to make sure they remain up to date

### **Useful Resources**

Surrey County Council policies and procedures guidance  
Fire precautions (workplace) regulations 1997