

# Community Connections



**COMMUNITY  
CONNECTIONS**  
*Nurturing Communities, Embracing Nature*

## **Fire safety policy**

Commencement Date: 06<sup>th</sup> January 2024

Review Date: 06<sup>th</sup> January 2025

Signed :Mrs N Butler

Fire exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term. The fire alarm is voice fire fire will be shouted. New staff will be trained in fire safety and all staff and students will be made aware of any new fire risks. In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and students will congregate at the assembly points. These are clearly marked and by the fence on the 'CAR PARK' away from the buildings.
- Staff and activity leads will take a register of students, which will then be checked against the attendance register of that day
- The Fire Officer will take a register of all staff
- Staff and students will remain outside the building until the emergency services say it is safe to re-enter 'Community Connections' will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Regular fire safety checks take place and are the responsibility of the landlord. Community Connections' will ensure all the correct provisions are in place and ensure all recommendations are put in to practice.

The following is a fire safety check list that will be regularly filled in and checked by the directors and instructed Community Connections' contracting staff. A record of this will be keep in the fire safety logbook.

Date of check-----

Are fire regulations prominently displayed? Yes/no

Is fire-fighting equipment, including fire blankets, in place? Yes/no

Does fire-fighting equipment give details for the type of fire it should be used for?  
Yes/no

Are fire exits clearly labelled? Yes/no

Are fire doors fitted with self-closing mechanisms? Yes/no

Are flammable materials stored away from open flames? Yes/no

Do all staff and pupils understand what to do in the event of a fire? Yes/no

Can you easily hear the fire alarm from all areas? Yes/no

Additional details:-----

Actions to be taken (if any):-----

Signed staff member-----Date-----

This policy was last reviewed on: 6th<sup>st</sup> January 2024

Signed: N Butler

Renew Date 6<sup>th</sup> January 2025 or as needed