**FIRE SAFETY POLICY**

**Policy**

At All Kids we take Fire Safety most seriously and take all reasonable precautions to ensure the safety of the children, their families, our staff and other visitors. Our fire Marshalls are Jacky, Jane, Sarah and Steve. Fire Drills will be carried out termly and recorded in the appropriate fire log.

**Procedure**

**In order to reduce the risk of a fire breaking out we will:**

Carry out and regularly update a full fire risk assessment of the premises and all fixtures, fittings and contents within,

Report any damage to electrical equipment, wiring and sockets,

Agree to regular professional checks of the fire extinguishers and smoke alarms,

Agree to regular professionals checks of the premises from the local fire officer,

Ensure all fire safety equipment is easily accessible and not covered by and materials or equipment,

Forbid the use of any form of naked flame on the premises, such as lighters or matches unless a full risk assessment has first been carried out and approved,

Forbid the use of irons needed for any specific activity unless a full risk assessment has been carried out and approved,

Ensure any flammable materials are not stored close radiators or other sources of heat,

Ensure any portable heaters used during cold weather are used correctly and not placed in a position where they could ignite flammable materials,

Ensure all electrical items are P.A.T. tested in accordance with recognised guidelines,

**In the event of a fire we will:**

Raise the alarm if this has not already been done

Evacuate the premises via the most suitable exit without stopping to collect belongings

The fire marshal will collect the upstairs register and the register downstairs will be taken by the nearest member of staff.

The fire marshal will allocate any available office staff to assist those groups in most need of help

Gather at the allocated and named assembly point – the middle car park

The fire marshal will check that all children, staff and other visitors are accounted for using the registers

DO NOT re-enter the building unless the fire brigade or other relevant official says it is safe to do so.

Record the procedure

JGB

13.03.23