

# Fire safety policy

## Aim of the policy

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*\*Some policies continue to the next page. Please check you are referring to the complete policy content. These policies are reviewed annually and updated inline with changes to government legislation.*

To eliminate/reduce the risks to the health and safety of children, staff and users of the setting from fire and related hazards.

### Points to consider

We can only ensure the health and safety of everyone using the setting with the cooperation of staff following/putting the procedures in place during evacuation in a fire emergency or training exercise.

The nominated fire warden in this setting

is:

### We aim to achieve this by:

Having a procedure to ensure robust systems are in place to respond in the event of fire. The setting

#### senior member of staff will:

- Undertake a fire alarm/bell test at least once a week
- Test emergency lighting every month
- Keep a record of the tests, including date, time and faults/issues occurring if appropriate
- Develop a local setting fire evacuation procedure, including exits to be used, assembly area, etc.
- Carry out a setting evacuation procedure (fire drill) every two months, as a minimum
- Keep records of the fire drills, including time of drill, evacuation time and comments
- Ensure all staff members are aware of and understand the local setting evacuation procedure
- Ensure that all staff members have undertaken basic fire safety training during their initial induction and senior staff undertake additional training annually

#### All the setting staff will:

- Ensure that fire exits are not blocked
- Ensure routes of access remain clear

- Undertake regular fire safety training

In the event of a fire, Ofsted must be informed within 14 days of the evacuation.

## Procedure in the event of a fire

### Any member of staff will:

- Alert all staff and children by sounding the alarm
- Evacuate the building with the children in their care in accordance with the local setting

### Evacuation procedure

- Carry out any registers/ipads for which they are responsible

### The senior team member or team leader in each area will:

- Leave the area last
- Ensure all children are safely evacuated from all areas
- Check toilets and other areas where frightened children could hide

The senior member of staff (or where the senior member of staff is absent, the most senior member of staff present) will:

- Make a final check of toilets and areas where frightened children could hide, where safe to do so
- Ensure that registers of children and staff have been collected, where safe to do so
- Contact the fire service and other emergency services
- Ensure that all children, staff members and others are fully accounted for through taking registers of staff and children once evacuated
- Act as the main point of contact for the fire service and other appropriate services
- Take responsibility for contacting parents/guardians/carers

### Evacuation and assembly

The evacuation points in this setting are located

CORNER OF MITCHAM LANE AND THRAVE RD.

The assembly point in this setting is located  
\_\_\_\_\_ beside the pharmacy across the road in the alley way

Fire evacuation posters for this setting are located on the wall by the downstairs toilet,  
outside the office and by the kitchen  
door \_\_\_\_\_

### Mains supply locations

Electricity mains for power to be cut off in this the setting are located  
\_\_\_\_\_

Gas mains for gas to be cut off in this the setting are located  
\_\_\_\_\_

Water mains for water to be cut off in this the setting are located  
\_\_\_\_\_

**IN THE EVENT OF A FIRE, NO ONE MUST GO BACK INSIDE FOR ANY REASON UNTIL THE FIRE SERVICE STATES IT IS SAFE TO DO SO.**

## Procedure in the event of a carbon monoxide leak

### Aim of the policy

To give guidance to staff on what to do if the carbon monoxide alarms indicate a leak.

### Points to consider

It is important that all staff familiarise themselves with the carbon monoxide detector in their setting, as there are a wide range of detectors available.

### Any member of staff will:

- Turn off appliances or other sources of combustion at once
- Immediately get fresh air into the premises by opening doors and windows
- Call the gas emergency services on
- Alert all staff and children by sounding the alarm

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- Evacuate the building with the children in their care in accordance with the local setting evacuation procedure
- Carry out any registers for which they are responsible.

The senior member of staff (or where the senior member of staff is absent, the most senior member of staff present) will:

- Check the toilets, utility room and kitchen
- Ensure that registers of children are complete
- Ensure that all children, staff members and others are fully accounted for through taking registers and enquiring among the staff
- Contact the gas service and other emergency services if required
- Act as the main point of contact for the gas service and other appropriate services
- Take responsibility for contacting parents/guardians/carers

No one must re-enter the premises until told to do so by an approved gas safe engineer.

The evacuation of the setting is a significant event, and, therefore, Ofsted must be informed within 14 days of the evacuation.

## Emergency Closure Policy- Illness/flu pandemic

Aim of the policy

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