

## 10. Fire Safety

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**Our Group understands the importance of vigilance to fire safety hazards. The Group has notices explaining the fire procedures positioned next to the fire exit. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy.**

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The Registered Person will ensure that:

- There is in place a clearly defined procedure for the emergency evacuation of the premises in the case of a fire.
- All staff understand their roles and responsibility in the event of a fire and are aware of the location of the fire exit, the fire assembly point and where fire safety equipment is stored.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasions from then on. All children will be made aware of the location of the fire exit and the fire assembly point.

Fire door and fire exit are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The Group Leader will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur.

Once a term, the Group will hold a fire drill without prior warning.

All fire drills; fire incidents and equipment checks will be recorded in the Fire Drill Record book.

The responsible person must carry out a fire safety risk assessment and implement and maintain a fire management plan.

### **Fire Prevention**

The Group will take all steps possible to prevent fires occurring. As such, the Leader and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Group's no smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Switching off all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

## Holy Apostles' Pavilion Group

The Group Leader will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

### **In the event of a fire**

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by staff and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the last adult out will close all accessible doors and windows to prevent the spread of fire.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.

*Last reviewed: October 2023*

*Due for review: biennial*

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