



## Magdalene Pre-school

### Fire Safety Policy

Magdalene Pre-school understands the importance of vigilance regarding fire safety hazards. The setting has notices explaining the fire procedures positioned on information noticeboards. All staff, volunteers and children are aware of the fire safety procedures set out in this policy.

The Registered Person will ensure 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 responsibilities in the event of a fire and are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.

The setting has appropriate fire detection and control equipment (for example, smoke detectors and fire extinguishers).

Staff are all aware of basic fire-fighting equipment.

Children will be made aware of the fire safety procedures during their settling in period when fire drills will be more frequent and on regular occasion from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits 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 are regularly tested in accordance with manufacturer's guidance.

The manager will appoint a designated Fire Safety Officer that day, who will be responsible for arranging the fire drill. Fire drills will take place periodically and staff will be informed of when these will occur.

All fire drills, fire incidents and equipment checks will be recorded in the Incident Record book.

Certification from the Fire Service is no longer relevant. The responsible person must carry out a fire safety risk assessment and implement and maintain a fire management plan.

#### Fire Prevention

The setting will take all steps possible to prevent fires occurring. Checklists are in place to ensure all fire exits are kept clear and unlocked. All staff are required to participate in fire safety training and are aware of all fire procedures.

As such, the manager and the staff team are responsible for:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the setting's No Smoking policy is always observed.

- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

The manager will explain fire safety procedures to new staff and volunteers as part of the induction process.

### **Risk Assessments**

The Manager will ensure that risk assessments as required under the Management of Health and Safety at Work Regulations and the Fire Precautions (Workplace) Regulations are carried out daily for the Setting's activities and operations and for setting related issues. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

### Fire Procedures

Procedures in the event of fire will be discussed with all staff. Fire risk assessment is a requirement under the Fire Precautions (Workplace) Regulations 1999.

### **Fire Drills**

A fire drill will be held at least every half-term and relevant details recorded in the Fire Log.

- The designated Fire Officer is responsible for arranging fire drills that day
- Fire drill will take place at least every half-term at a time notified in advance to staff
- Once a year a fire drill will take place without warning
- Fire extinguishers and fire alarm systems are tested by a properly authorised firm in accordance with statutory requirements
- Fire exits are clearly identifiable and will not be obstructed; all fire exits will be checked daily

### **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 the Fire Safety Officer and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer 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. If for any reason the register is not to hand, the manager should access the emergency contacts list that is kept off the premises (for further details see the Documentation and Information policy).

If for any reason the designated fire safety officer is absent at the time of an incident, the manager will assume responsibility or nominate a replacement member of staff.

Legal framework: Regulatory framework (fire safety) order 2005 [www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

Further guidance: Fire Safety Risk assessment – 2006  
[www.communities.gov.uk/publications/fire/firesafetyrisk6.htm](http://www.communities.gov.uk/publications/fire/firesafetyrisk6.htm)

Signed on.....Date.....

On behalf of the management committee