

FIRE POLICY AND PROCEDURE

The designated person for Fire Safety – Maureen Cunningham (Deputy)

- Fire equipment will be checked annually by a qualified safety company – LANTERN Fire and Security Ltd and daily by the Manager/Deputy.
- Fire alarms will be tested weekly by Deputy and quarterly by electrical contractor – LANTERN FIRE AND SECURITY.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed, and fire exits will be easily identifiable.
- Fires/heaters/electric points/wires and leads will be adequately guarded.
- All dangerous materials, cleaning materials will be stored out of reach of children.
- A record will be kept of any checks by the Fire Safety Officer and of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- A fire drill and evacuation procedure are situated by the door on the wall in each care room, community room, entrance, staff room and kitchen.
- Regular fire drills ensure that staff and children are familiar with them.
- Our fire alarm is a loud sounding bell operated by a key.
- Fire drills are carried out every 3 months and records of these are kept in a plastic folder hanging on the door in each care room.
- Fire drills are carried out at different times of the day so that everyone experiences a drill.
- Staff attend fire safety training and are familiar about the fire extinguishers, their uses and how to use them.
- The fire exit route (corridors and entrance will always remain free from any obstructions.

Evacuation Procedure

- The Evacuation procedure is discussed by the Manager, Deputy in Managers absence to staff and students during induction.
- Children are grouped into baby room, toddler room, pre-school room and city kids and evacuate the building in the following way: -
- Babies – in the evacuation cot – small or sleeping Toddlers may be put into the evacuation cot if there is space, other carried or walk. Exit at the entrance door down path to gate, assemble across the road at the school double gates
- Pre-school – exit at the fire exit next to the pre-school room walk along the pavement cross over the road to assemble by the school double gates.
- City Kids – exit via main entrance down the footpath cross the road outside the main school building or if in Pre-school room exit at door next to the room.
- If short-term temporary accommodation is needed after evacuation, we will use our neighbouring school or Church Hall
- Parents are informed of the Fire procedure on induction in our welcome pack.
- We operate a NO SMOKING policy throughout the nursery and outside area.

- We have discussions with our children on fire safety, about fires etc. The children visit the Fire Station, learn about the fireman, their roles, the fire-engines and take turns to use the hose supervised by the firemen.