



## Colyton Caterpillars Early Education

### Early Years Fire Safety Policy

This policy was agreed by trustees/staff:	
Date of last review:	December 2023
Date of next review:	July 2024
Reviewed by:	K.Clode

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

The Registered person will ensure there is a clearly defined procedure in place for the emergency evacuation of the premises in the case of fire.

All staff understands their roles and responsibility 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. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation.

Children will be made aware of the fire safety procedures regularly. All children will be made aware of the location of fire exits and 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 and fire alarm systems are regularly tested in accordance with manufactures guidance.

The manager will appoint a designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed when these will occur.

Frequent fire drills without warning take place, at during different parts of our sessions.

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.

**Named Officer:** *Dawn Bilton*

### **Fire Prevention**

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

- Ensure 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
- All electrical equipment is PAT tested annually
- Check that fuses are replaced safely.
- Unplugging all equipment (where possible) before leaving the premises.
- Storing any potentially flammable materials safely.

Senior management will explain fire 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 to the assembly point using the nearest marked exit. Our assembly point is the building across from the carpark. 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 registered is not to hand, the manager should access the emergency contacts lists that is kept off the premises.

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