

### **Fire Safety**

At Cygnets we understand the importance of vigilance to fire safety hazards. The pre-school displays notices explaining the fire procedures positioned at every fire exit. All staff, students, 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 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.

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

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 manufacturer's guidance.

The Leader will appoint a designated Fire Safety Officer who will be responsible for testing fire alarms, making sure fire extinguishers are checked and arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur.

At least each half term, the preschool will hold a fire drill without prior warning.

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 extinguishers are regularly checked by an authorised outside body.

### **Fire Prevention**

The pre-school 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 Pre-School'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 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 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 designated fire safety officer is absent at the time of an incident, the Leader will assume responsibility or nominate a replacement member of staff.

Signed:  ..... Chairperson