

FIRE SAFETY POLICY AND PROCEDURES

Fusion Childcare Services understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits, the fire assembly points and where fire safety equipment is stored.
- Children are introduced to the fire safety procedures during their settling in period and through regular termly fire drill or whenever the Manager deems necessary.
- All children are shown the location of fire exits and the fire assembly points.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested by The Grove Schools in accordance with manufacturer's guidance and Fusion have access to these when needed.
- All fire drills are recorded in the Fire Drill Log.

Fire prevention: Fusion will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that Fusion's **Health and Safety Policy** is always adhered to.
- 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.
- No smoking environment.

In the event of a fire/fire drill:

- A member of staff will raise the alarm/ call the emergency services.
- Staff will lead the children out of the building as quickly and calmly as possible using the closest safe exit and make their way to the assembly points. If children/staff are in different areas of the building, they will naturally use different escape routes to make their way safely to the designated meeting points. Internal mobile phones are used to communicate if groups are at different fire assembly points.
- Staff are to spread themselves out along lines of children to ensure all children remain safe and calm whilst making their way to the designated meeting points.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The register and staff signing in/out will be taken out when we exit the building. If the register is not available the Manager will use the emergency register (which is kept off site) and will contact parents using the emergency contacts list (which is kept off

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the premises) or via the Emergency Contact details on the Manager's/Deputy's mobile phone. The register will be taken and all children and staff accounted for.

- The Manager/Fire Safety Officer will perform a final sweep of the building closing doors/windows behind them **IF SAFE TO DO SO** to prevent the spread of fire. All areas that have been occupied by Fusion on that day must be checked for remaining persons.
- It is the responsibility of the cook and any staff working in the kitchen to ensure all gas/ovens are switched off prior to leaving the kitchen. **IF SAFE TO DO SO.**
- The emergency services must be contacted. It is the Manager/Fire Safety Officer's responsibility to do this. **UNDER NO CIRCUMSTANCES MUST ANYONE RETURN TO THE BUILDING.**
- On arrival the emergency services will be informed of any missing children or members of staff.
- If the Fire Safety Officer (Manager) is not present at the time of the incident, the Deputy Manager will assume responsibility or nominate a replacement member of staff.
- In the event of a fire at After School Club, children will be transported safely to another location, if possible this will be the other School building. In the unlikely event of fires in both buildings simultaneously children will be moved to the bottom of the school fields.
- If it is a Fire Drill, after the all clear has been given by the Manager/Fire Safety Officer Fusion can re-enter the building. On returning to the building the Fire Safety Officer will record the outcome of the fire drill on the Fire Drill Record.
- In the event of a real fire it will be the decision of the Management Team as to whether Fusion will wait to return to the premises or if children should be collected from the site.

Fusion's Designated Fire Safety Officer **Abigail Wilkins** who is responsible for carrying out visual fire safety risk assessments and for ensuring that all staff are made aware of fire safety procedures during their Induction period.

- Identifying potential fire risks
- Identifying people at risk
- The Fire Safety Officer should liaise with the Schools and local Fire and Rescue Service for further advice if needed.



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Adopted on: 04.09.14

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Next review due: April 2019

Signed.....

FUSION CHILDCARE SERVICES

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare Requirements: Safety and Suitability of Premises, Environment and
Equipment [3.54, 3.55].*

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Evacuation Plan

What should I do if there is a fire?

When you hear the fire alarm:

- Immediately STOP what you are doing
- Go to the nearest adult and follow them to them to the nearest and safest exit- the green bank in the car park in the Infant School or the bike shelter on the Junior Playground.
- Stay calm and be sensible, do not scream or shout.
- Walk quickly but no running.
- Listen for the register and say 'YES' loudly and clearly when your name is called.
- Listen for further instructions.

