

Fire Safety Policy & Procedure

Fire Safety Policy

1. There are clearly defined procedures for emergency evacuation of the building known to all staff. Fire drills are carried out weekly.
2. Fire doors are not obstructed and fire exits are clearly identifiable and easily opened from the outside.
3. Adequate fire detection and control equipment are readily available.

Evacuation Procedure

On discovery of a fire or hearing the alarm inform activity scheme leader immediately and the deputy leader will phone the emergency services.

1. Children must stop what they are doing and the play leader will ensure all children are evacuated and taken to the nearest assembly point, which is situated in the area behind the swings.
2. Once the children are assembled the play leader will take a register of the children. At no time must any person re-enter the building until informed by emergency services.

At the beginning of each day the children will be informed of what to do in the event of a fire.