

## **Fire Safety Procedure.**

Flying Start ensures the safety of everyone using the building by regularly completing Fire Drills and carrying out Fire Risk Assessments, including checking all fire prevention equipment.

Lizzie Godfrey is our FSO (Fire Safety Officer) and will take on the responsibility for:-

- Ensuring all staff are made aware of Fire Risks, Fire Prevention and Fire Drill Procedures. • Ensuring Fire Drills are carried out once a term on alternative days or when new members of staff commence employment.
- Ensuring Fire Exits remain clear.
- Liaising with the Scouts to ensure all fire equipment is regularly maintained by the contracted Fire Prevention Company (Santia).
- Checking Smoke Alarms after each drill.

### **Fire Alarm System**

- When activated via heat, smoke or a call point by the exits, the **Fire Brigade WILL arrive on-site** within a few minutes.
- If you're intending to do an activity that you think may trigger an alarm please call (not text) 07873635122 before the event so the Fire Brigade can be informed and not be called out.

### **On discovering a fire: -**

- Raise the alarm calmly by using any one of the 3 call points (1. Back Fire Exit 2. Toilets 3. Main entrance) • The Call Point will trigger the Fire Brigade to arrive on site
  - Staff will immediately commence evacuating the children safely using the nearest fire exit. • Lizzie will ensure the register (with emergency contact details for staff and children) • Michelle will ensure she has the nursery or most convenient mobile phone
  - Natasha will check the toilets, light room and home corner for any remaining children • Adult to unlock the gate and stand watch for Fire Brigade
  - Children and adults will meet at the assembly point situated in the garden along the wall by the large chalk board
  - Adult to stand by gate to ensure children stay safely in the field
  - The last person will close doors behind them and make their way to meet at the assembly point. • Lizzie will check all children and adults are present using the register.
  - Michelle will dial 999 (as a backup) and ask for the Fire Services.
  - Do not try to tackle the fire or collect personal belongings.
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- When a Fire Drill we will discuss the importance of Fire Safety with the children.

Supply staff will be informed on the day that they are present what role they will take on if any staff are absent.

In the unlikely event that we had to evacuate the building and surrounding area, we will assemble at Molesey Health Clinic.

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| <b>This policy was adopted on</b> | <b>Signed on behalf of the nursery</b> |
| <i>19/01/2024</i>                 | <i>Sarah Maynard</i>                   |

