

Fire & Evacuation Policy



Staff Responsibilities:

All staff are responsible for the Health and Safety of all persons who use the setting. These include children, young people, parents, volunteers, members of the public and other staff members.

Each staff member must ensure that:

- All fire exit doors are unlocked and kept free of any obstruction.
- All corridors and doorways are kept free of any obstruction.
- They are familiar with the location of all fire alarm points.
- They are familiar with the evacuation procedure.
- All fire extinguishers are in their allocated position and are operational.
- A phone is available and charged at all times.
- They understand their allocated specific tasks in an emergency.
- They have received the basic Fire Safety training given to all staff.
- They are familiar with the Emergency Evacuation drill

Fire Drills:

- The school will test the fire alarm each week to ensure that it is effective.
- Fire drills must be carried out at least once a term and within two weeks of a new intake of children/young people to enable everyone to become familiar with the evacuation procedure. Details should be recorded in the Fire Logbook.
- The school will also do this, but it is important that both children and staff are familiar with the process during the NAP Club sessions.
- The school will ensure that in each room there is a diagram showing exits and Fire Assembly line up points. This should be checked periodically by the Play Leader in relation to rooms used by NAP Club.
- The use of display materials must be controlled in the exit corridors.
- All visitors spending any significant length of time in the school or NAP Club should be made aware of the arrangements in case of a fire.
- The Fire Logbook is kept in the school office. NAP Club Fire Log is kept inside the NAP Cupboard in the school hall. Any records should also be recorded in the school Logbook.
- Full and detailed records are kept of evacuations, call point testing, alarm system servicing and fire equipment checks, etc. in the school office.

If you discover a fire:

- Stay calm and operate the nearest alarm call point.
- Use the nearest telephone to dial 999, giving clear details of the situation to the emergency services (including number of children, staff, visitors and possible impact)
- Only if there is no risk to personal injury should attempts be made to tackle a fire using suitable extinguisher.
- Follow the Emergency Evacuation Procedure outlined below

Emergency Evacuation Procedure (action on hearing a fire alarm):

- All staff, children and visitors must leave the building by the nearest exit immediately, closing doors behind them as necessary.
- The setting staff will lead children/young people to the designated Fire Assembly Point. A diagram displaying where they are is placed in each room.
- Walk quickly, do not run.
- Pick up the registers, setting mobile phone, emergency contact details for children and staff and emergency bag on the way.
- Do not stop to collect personal belongings
- The staff will check the common areas, including the toilets and close the doors (if possible) when confident that there are no people left inside.
- Roll call must be taken of children, staff and visitors at the Fire Assembly Point.
- Children should be counted on leaving school hall and again on the roll call.
- All staff on site assumes responsibility for any child in sight or sound of them.
- Children will be kept safe until parents have been contacted and children collected.
- If the Fire Brigade has been called there must be access allowed to the site by emergency services.
- The Headteacher must be informed as soon as possible.

Date to be reviewed: July 2025

Date amended: July 2024

Date signed off: July 2024

Signed: Kathleen Williams

Signed: Barbara Kossifos