

Policy on Fire

On discovering a fire do not attempt to put it out yourself unless you assess that it can be extinguished quickly, very easily and without any risk to the children, others or yourself.

If you assess that the fire cannot be extinguished quickly, very easily and without any risk to the children, others or yourself then raise an alarm by pressing the fire alarm button located next to the kitchenette door. This will invoke the evacuation procedure to protect the safety of all others in the building.

On hearing the fire alarm or when any shouted warning has been raised, ensure the safety of the children in your care and yourself and evacuate the premises following the evacuation procedure. Do not wait to have the actuality of a fire or threat to be confirmed.

Fire drill will take place every term at a time either notified in advance to staff or no notice given to ensure compliance.

The fire alarms will be tested by Collingtree C of E Primary School.

Fire extinguishers are to be tested by a properly authorized firm once a year and all fire exits will be kept in good repair by Collingtree C of E Primary School.

COLLINGTREE DAY NURSERY

One fire extinguisher is situated in the entrance hall next to the front door

All members of staff are to be made aware of the location of fire exits during their introduction procedure and will be given instruction in how to operate the extinguishers.

All staff will be given personal copies of this policy and the evacuation procedure and will be required to read both and sign to say they understand them both fully. If there are any questions, doubts or difficulties then the employee must raise them with the Supervisor or provider.

The nursery will also sign to say that they have questioned the member of staff and that they have shown such an understanding.

This agreement shall take the following form;

EMPLOYEE

I have been given personal copies of the nursery Policy on Fire and Threats and the Procedure for Evacuation and have read them and fully understand them.
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Signed.....Date.....

(Name).....

NURSERY

On behalf of the nursery I have questioned the person named above who has demonstrated that they understand the nursery Policy on Fire and Threats and the Procedure for Evacuation.

Signed.....Date.....

(Name).....

This policy was reviewed and amended on 17th October 2020