

<b>FIRE SAFETY PROCEDURE</b>	
Reference: CF09	Effective date: 31.08.2012
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## **FIRE SAFETY PROCEDURE**

**It is our intention to ensure that all individuals that access any services are kept safe and free of danger at all times. We aim to minimise all hazards and risks to enable all the children and individuals to thrive in a healthy and safe environment.**

In order to keep the environment safe and free of danger for the children, families and staff the following procedures are followed:

- Fire alarms are checked on a bi-monthly basis to ensure they are in good working order. These are checked via having a fire drill allowing the children to become familiar with the sound and the evacuation procedure. Results of each fire drill will be recorded in the Fire Log Folder.
- All Fire extinguishers, in compliance with the local Fire Prevention Officers recommendations will be provided and sited safely on the Nursery and Farm Adventurers premises. They will be checked/serviced annually.
- Fire Doors are clearly marked and will remain free from obstructions at all times. All external doors are Fire Exits and therefore should not be permanently locked, although security must be taken into account.
- A Fire Action notice will be on display in all rooms explaining nearest exits and assembly points. Staff should familiarise themselves to ensure safe evacuation of building in an emergency.
- Where applicable, individuals using the building will be given a tour of the building and general Fire Drill information will be given.
- A record of all drills and incidents should be kept in the Fire Log Folder including times of evacuation, child:staff ratios and which children were present at the time of the evacuation.
- Staff and volunteers should familiarise themselves with Fire Procedures when working in other buildings.

**The Safety and well-being of all individuals using any of our services will at all times be paramount. The setting will work in every way possible to ensure that all procedures are understood and adhered to at all times.**

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# Fire Action Notice

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## In the event of a Fire:

1. Raise the alarm and call 999 - in the event the Fire Alarm does not automatically go off raise alarm by either breaking a glass panel or shouting loudly 'Fire'.
2. Evacuate quickly and calmly via the nearest Fire Exit. Take all registers, and children's contact details and close all doors behind you and head to the assembly point.

Your nearest Assembly point is located in the  
**Farmyard, along the Allotment Wall**



3. Check all individuals are accounted for. Anyone not accounted for must be reported to the Fire Officer once the Brigade arrives.

## Important points to remember:

1. Fire alarm break glass panels located in every room.
2. Do not ever attempt to extinguish the fire yourselves.