Fire Regulations

1. **Identify potential fire hazards in the premises:** The main areas are the kitchen, staff room and sleep area in the baby room. These areas have electrical and gas appliances.
2. **Identify any people who may be at particular risk:** All children, staff and visitors including parents.
3. **Evaluate the risks that exist and take steps to remove and reduce them:** Make sure all appliances are turned off after use. To ensure all items are used safely and are checked regularly. Fire doors are kept closed.
4. **Draw up an emergency plan and train your staff accordingly:** Through induction staff and students are talked through and shown the fire procedure. It is also discussed with the children when discussing safety. The Fire Notice is posted at all fire exits and doors are clearly marked.
5. **Review your assessment regularly and particularly if there are any significant changes to your workplace that may pose a fire risk:** Annually

Fire Awareness

- Through talking with the children they learn what is dangerous and how to keep themselves safe
- All staff are aware of all fire exits
- In the event of a fire drill staff know the assembly point
- Staff know where all the fire extinguishers are and the fire alarms. Fire extinguishers are checked every year by a Fire Officer and recorded
- We have regular fire drills which are recorded and reviewed
- All staff and students have fire drill procedure included in their induction
- Fire drill procedure is reviewed every six months at a staff meeting

FIRE / EVACUATION PROCEDURE

All emergency evacuation of the building must follow this procedure e.g. gas leak, fire.

IF YOU DISCOVER A FIRE: IMMEDIATELY OPERATE THE NEAREST FIRE ALARM

ON HEARING THE ALARM:
All adults – immediately evacuate the building, taking all children in your charge through the nearest exit. Taking registers.

- **Always use the nearest exit and close doors on leaving.**
- **Do not stop to collect personal belongings.**
- **Do not re-enter the building.**
- **Manager – collect phone & black box.**

Assembly Point:

To assemble at the bottom of the playground or in the car park
Take the register.
In the event of a missing person. DO NOT GO BACK INTO THE BUILDING.
In the event of a missing person thought to be in the building, aim to locate the person and inform the Fire and Rescue service.

Signed: Julia Davies
Date: September 2024