



## Fire Safety Policy and Procedure

### Statement of Intent

- St. Mary's Playgroup understands the importance of vigilance towards fire safety hazards. We have notices explaining the fire procedures positioned next to every fire exit. All staff, students and volunteers are aware of the fire safety procedures set out in this policy.
- All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- All staff undergo training in fire safety including distinguishing between the various types of fire extinguisher and their methods of operation.
- Children are regularly made aware of the fire safety procedures including where the location of fire exits and what is expected of them.
- Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.
- Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturers' guidance.
- The manager will appoint a designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur.
- All fire drills, fire incidents and equipment checks will be recorded.

### Fire Prevention

- St. Mary's Playgroup will take all steps possible to prevent fires from occurring. All of the staff team are responsible for:
- Ensuring that power points are not overloaded with adaptors.
- Ensuring that there is no smoking on site.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging unused equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- The manager/fire safety officer will explain fire safety procedures to new staff, students and volunteers, as part of the induction process.

### Procedure for staff in the event of a fire (when alarm is not provided)

If you discover a fire:

- Raise the alarm by shouting "FIRE, FIRE."
- Blow one of the fire whistles located in each window in play room, next to hatch in playroom or next to each fire door/doors in corridor
- Attack the fire IF POSSIBLE with the appliances provided but without taking personal risks.

### Procedure for staff on hearing the alarm of "FIRE."

- Start to evacuate children and staff immediately, collecting the register if possible.



- Use the nearest safe available exit, main front door; fire exit in the corridor, back door into the garden or windows in the main room when the exits are blocked.
- Staff and children will go straight to the assembly point at the main gate.

The designated fire safety officer or nominated person will call the emergency services as soon as possible.

- The register will be taken and all children, staff and visitors accounted for. If any person is missing the emergency services will be informed immediately.
- Do not stop to collect personal belongings.
- Do not re-enter the building after evacuation
- The nearest telephone is Playgroups mobile phone
- Please see our fire folder kept in the Health and Safety file.
- Ofsted will be notified about any significant changes or events.

Approved date: October 2025

Review date: October 2026