



Fire Safety Policy



Health and safety is held in the highest regard at Hart Memorial Nursery. In light of this, the following measures should be followed:

- The safety of the children is the priority; staff and children should vacate the school via the nearest fire exit door / playground door.
- All members of staff are aware of the location of fire exits, escape routes and the evacuation meeting point.
- A fire drill will take place at the start of a new school year and termly after that, to ensure that systems for evacuation can be rehearsed, monitored and evaluated.
- The importance of fire safety is shared with the children through class teaching and a visit from the fire service.
- The fire alarms are tested regularly by the school Building Supervisor. The alarms are tested from a different point each time to ensure that each break point is working satisfactorily. A recognised firm will test the fire alarms yearly and the record book will be completed.
- Fire extinguishers are tested by a properly authorised firm once a year and all fire exits will be kept in good order and free from obstruction.
- Notices explaining the fire procedures are located across the school and in each classroom.
- Visitors to school are made aware of the fire exits and the school's evacuation meeting point.
- All staff are responsible for minimising the risk of fire
- Any failings or defects which could cause harm will be reported to the principal and Building Supervisor immediately
- On discovering a fire, the staff member will raise the alarm by breaking the glass panel and dialling 999 (once all pupils are safely evacuated)
- Ensuring that the learning area is kept safe and all fire safety devices (extinguishers and blankets) are unobstructed.

Please note:

- Fire Doors should not be wedged open
- Escape routes should not be obstructed
- Fire extinguishers should not be misused
- Staff may only attempt to deal with small fires if it is safe to do so without putting themselves at risk, using available portable fire-fighting equipment

The signal of a fire or fire drill is a siren

The assembly point for Nursery children is in Deerpark

On hearing the fire alarm, the following procedure should be followed:

If Indoors

Teacher in charge of class should collect the Fire Book (indicates who is present in each room) and escort the children in an orderly manner by the most appropriate route (out the Nursery back door into the Nursery playground and through the fire exit gate* to Deerpark) away from the fire.

If Outdoors

Teacher / assistant will play the Hi Ho Music used to line up the children. The teacher will escort the children through the fire exit gate* to Deerpark.

**a walking rope will be used to keep all children together*

Once children are safely away from the danger, a member of staff will dial 999 to summon the Fire Service (if the fire originates in the Nursery building).

As soon as the class is assembled, the teacher will count (using Fire Book numbers) and report to the Principal when she arrives.

No other person may leave the assembly point for any reason until permission has been given by the Principal, teacher in charge of fire drill or, in the case of a fire, by the officer in charge.

In the event of having to evacuate the school for any other reason the above procedures would be followed, unless directed differently by a member of the Emergency Services.

This policy is an extension of the policy and procedure for Fire Safety as of the main school.

A hard copy is available on request.

Reviewed: November 2019