

Fire safety policy

Date: 20 June 2020

We ensure the highest possible standard of fire precautions are in place. A Fire Safety Log Sheet is used to record any actions taken or incidents that have occurred and our fire drills.

A fire safety risk assessment will be reviewed at least annually.

Fire doors are never obstructed and easily opened from inside.

Bright Future has appropriate fire detection and control equipment, alarms and fire extinguishers which are in working order.

Fire exits are clearly labelled, free from obstruction and can be easily opened from the inside.

Our emergency evacuation procedures are clearly displayed in the premises, explained to new members of staff and volunteers, and practised at least twice a term.

Records are kept of fire drills and the servicing of fire equipment.

Fire Drill Procedure is as follows:-

Whistle is blown. The Alarms will sound in the event of a real fire.

Evacuate the children as quickly as possible. The deputy will open padlock at back or (front exit). Deputy will lead the children to the far end of school, followed by other members of staff, parents and children.

The *Principal* is last to leave, with the register, visitors book, telephone and contact details, having checked the kitchen, office, children's toilets, classes, entire school, garden, store room, behind the shed and in the shed to ensure everyone has gone.

The *Principal* will sweep the doors and the handle with the back of her hand. If the doors are hot they **will not** be opened.

Once the building has been checked, the leader will report to the deputy, whether they need to contact the Emergency Services. Ring 911 ask for fire service, giving full address and speak clearly

The register will be taken by the *Principal*

The safest exit must be taken through the front or back door.

Do not stop to collect belongings, etc. – get out quickly and safely.

Do not re-enter the building unless instructed to do so by the pre-school leader or the Fire Brigade.

Our Fire Marshall is Wesley Reynolds.