Fire Safety Policy

Statement of intent

To ensure that effective fire precaution arrangements are in place for all property and premises to ensure that the effect of any fire that does occur are minimised. To ensure that Clifton Moor Pre-School is compliant with all fire legislation and staff receive the appropriate training.
Clifton Moor Pre-School follows Lakeside Primary School's Fire Evacuation Policy.

Procedure

Designated staff are nominated as Fire Wardens for areas they are responsible for. Details of Fire Wardens must be submitted in writing to the Health and Safety Committee.

The role of the Health and Safety Committee is to ensure that:

- Fire risk assessments are carried out and reviewed regularly (at least annually or in the event of any significant material change to the building or in the event of a fire)
- Fire certificate requirements are adhered to where applicable
- Appropriate fire prevention controls are implemented and documented
- An evacuation plan is prepared and reviewed at least annually
- Risk assessment is carried out on evacuation drill
- Fire Wardens are appointed where required and have received briefing or instructions
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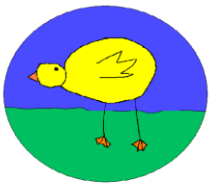
- All staff and visitors have been suitably briefed
- A termly evacuation drill is carried out
- A fire logbook is maintained
- All fire prevention equipment is inspected, maintained and tested at the required periodicity
- Ensure the fire alarm is tested weekly

Clifton Moor Pre-School



Fire risk assessments

The fire risk assessment must identify all potential fire hazards. The level of risk must be evaluated and specific control measures identified and implemented. The Health and Safety committee are responsible for ensuring that the Fire Action Notice is displayed and gives clear and concise instructions on the action to be taken in the event of a fire. Consideration should be given to the placing of the notice.

Fire Log Book

A Fire Log Book must be maintained and include:

- Copies of the fire certificate and any amendments
- Details of inspections by the H&S Committee/nominated person
- Details of fire prevention and fire fighting equipment
- Details of inspections by the Fire Service
- Details of faults with appliances and remedial action taken
- Testing of fire alarms, where provided and the result and action to remedy any defect
- Training of staff (not individual training records)
- Details of evacuation drills where appropriate
- Details of any fires at the location
- Reviews of fire risk assessments

The log must be available for inspection at all times.

This policy was adopted at a meeting of Clifton Moor Pre-school

Held on (date) 05.09.2012

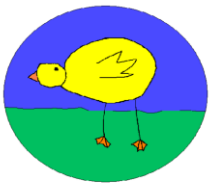
Signed on behalf of the Pre-school ……

Reviewed on (date) 20.09.2013
Signed

Reviewed on (date) 10.09.2014
Signed

Reviewed on (date) 17.09.2015
Signed

Clifton Moor Pre-School



Fire Evacuation

1. When the alarm sounds everyone should leave the room calmly and quietly.

2. A designated adult will take registers, Telephone and Emergency Contact Details.

3. Exit through the doors indicated by a member of staff.

4. Assemble by the climbing frame on the field.

The Headteacher is responsible for telephoning the Fire Brigade.