

# **FIRE & ELECTRICAL SAFETY PROCEDURE**

## **LITTLE WILLOWS PRE-SCHOOL**

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Our pre-school understands the importance of vigilance to fire safety hazards. The pre-school is covered by school's fire certificate and notices explaining the fire procedures are positioned next to every fire exit. All staff 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.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasions from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any times, and are easily opened from the inside.

Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer's guidance.

The Manager 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 and fire incidents will be recorded.

### **Fire Prevention**

The pre-school will take all steps possible to prevent fires occurring. As such, the Manager and the staff team are responsible for:

Ensuring that power points are not overloaded with adaptors.

Ensuring that the pre-school's No Smoking rule is always observed.

Checking for frayed or trailing wires.

Checking that fuses are replaced safely.

Storing any potentially flammable materials safely.

The Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.

### **In the event of a fire**

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Manager and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Manager will close all accessible doors and windows to prevent the spread of fire.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.

If for any reason the Manager is absent at the time of an incident, the Lead Practitioner will assume responsibility.

### **Electrical Safety**

All electrical equipment used within the pre-school has been certified as safe and is checked regularly at appropriate intervals.