

Sample Fire Safety Policy

Statement of Intent

At _____ we believe that the safety of children, parents, staff and volunteers is of paramount importance. We make children, parents, staff and volunteers aware of the dangers of fire and how to react if they ever experience a fire at our service. Our service complies with all _____ legislation relevant in the area of safety and fire prevention.

Procedures

Fire Safety

- Fire drill practices take place monthly to ensure that all children and staff are familiar with fire procedures, should a fire take place. Days of fire drills are changed so that every child attending the service is involved in the practice.
- Staff discuss with the children the reasons for the fire drills before and after each drill.
- Records of the fire drills are kept detailing the day, time, duration and difficulties encountered in evacuating children and staff from the premises. Difficulties during fire drills are dealt with immediately.
- Fire drill instructions indicating exit routes and the fire assembly point outside the building is clearly displayed in each room.
- Staff attend regular fire safety training and is the appointed Fire Safety Warden.
- Smoke detectors, fire extinguishers and fire blankets are available as recommended by the Fire Safety Officer and serviced annually. Written records are kept of the monthly checks of the fire fighting equipment.

Fire Drill

Raise Alarm

- The person discovering the fire will immediately sound the fire alarm
- The Designated person will collect the register

Evacuate Building

- Staff and children evaluate the premises safely to the fire assembly point outside the building.
- The Fire Safety Warden/ Designated person checks all areas of the service to make sure that there no persons left in the building. No one is permitted to enter the building after all areas have been checked and cleared.
- Designated person checks children and staff present against the register

Call Fire Brigade

- The Fire Safety Warden or Designated person calls the fire brigade from a mobile phone.

Date adopted:	
At meeting of:	
Signed:	
Reviewed:	

SAMPLE

This sample policy is developed by DCCC as a guideline document for childcare services .It is intended that the policy is adapted to suit each individual service. June 2009