

9. Fire Safety and Prevention Policy & Procedure

9.1 Statement

Wyke Community and Children's Centre places the safety of children, parents/carers, visitors and employees as our highest priority. Fire safety is one very important aspect of this ethos and we shall adhere to all relevant fire guidance and law.

9.2 Implementation & Procedure

To protect everyone's safety we shall ensure that:

- All employees, visitors and service users are aware of our Fire Safety & Evacuation Process
- The Fire Safety and Evacuation Process is clearly signposted in each appropriate room.
- All fire exits are clearly marked and regularly checked through daily risk assessments for obstructions and all fire exits remain locked whilst people are in the building.
- The fire alarm system is tested and the results recorded.
- We have a designated Fire Safety Officer who will be responsible for the overseeing the Fire Safety & Evacuation Procedure.
- Every 3 months a fire drill (without warning) is carried out.
- Ensure that Department staff take the register out to count the children whilst assembling at the Emergency Assembly point.
- Ensure that reception staff take the staff register, visitor register and group register out to count staff and adults whilst assembling at the Emergency assembly point.
- Reception staff to ensure a mobile phone is brought to the Emergency assembly point to contact emergency services and parents immediately.

9.3 Roles and Responsibilities

All employees have a responsibility for ensuring that they follow the correct procedure.



Fire Action

Any person discovering a fire should:

1. Sound the nearest alarm
2. Call the Fire Service on 999

On hearing the fire alarm you should :

1. Leave the building by the nearest and safest route
2. Close all doors behind you
3. Report to the assembly point in the car park
4. Do NOT re-enter the building until told you can do so