



Fire Safety

EYFS: 3.54, 3.55, 3.56

At Red Kite Schoolies we make sure the setting is a safe environment for children, parents, staff and visitors through our fire safety policy and procedures.

The manager Katy Hitchings, makes sure the Schoolies premises are compliant with fire safety regulations, including following any major changes or alterations to the premises and seeks advice from the local fire safety officer as necessary.

The manager checks fire detection and control equipment and fire exit's are in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	All staff	Daily	Entrance/back door
Fire extinguishers and blankets	Knaresborough Cricket Club	Annually	Kitchen (above oven)
Evacuation pack	Manager	Annually	Kitchen
Smoke/heat alarms	Knaresborough Cricket Club	Annually	Main room
Fire alarms	Knaresborough Cricket Club	Annually	Main room
Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside	Manager/All Staff	Daily	Entrance/back door

Registration

An accurate record of all staff and children present in the building must be always kept and children/staff must be marked in and out on arrival and departure. These records must be taken out along with the register and emergency contacts list in the event of a fire.



No smoking policy

The setting operates a strict no smoking policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building
- Using the nearest accessible exit lead the children out, assemble in the car park
- Close all doors behind you wherever possible
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The manager is to:

- Pick up the children's register, staff register, mobile phone, keys
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area – meet at the assembly point in the car park/on the field road
- Account for all adults
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for.

This policy was adopted on	Signed on behalf of Schoolies	Date for review
<i>August 22'</i>		<i>August 23'</i>