

FIRE, EVACUATION and LOCKDOWN POLICY

We believe that the health and safety of our children is of paramount importance. We make our setting a safe and healthy place for children, parents, carers, staff, volunteers and visitors.

AIM

We aim to make children and staff aware of the health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

OBJECTIVES

- Registers of children attending each session are completed daily. The presence of staff, helpers and visitors is recorded on our central signing in system.
- Fire drills are held during the school day. Details of the time, date and additional details of each drill are recorded by school. Drills are evaluated by the School Health and Safety Officer to improve safety procedures.
- An Evacuation cot is available if required within 'First Steps' to ensure the safe evacuation of children under 2 years of age.
- Evacuation bags are maintained and stored within all departments of Voyage.
- Instructions for the evacuation of the building are displayed in the settings. Diagrams clearly show the escape route.
- Fire escape signs are clear and visible. The escape routes are never obstructed, and if closed, the doors are easily opened from the inside.
- Fire blankets are securely fitted within the kitchen areas.
- Smoke detectors and fire -fighting appliances conform to BSEN standards and fitted in appropriate high-risk areas of the building and checked monthly by the site manager and every 6 months by CHUBB.
- There are nominated staff who are trained Fire Marshalls.
- Our emergency evacuation procedures are clearly displayed. Rising Brook Church Centre and Stafford Manor High are our off-site evacuation assembly points.
- There is a policy of **NO SMOKING** within the school grounds.
- Staff use daily routines and planned learning opportunities to remind the children about the danger of FIRE!
Children are taught the fire safety code.

GET OUT - GET THE FIRE BRIGADE OUT - AND STAY OUT!

- Children are taught the emergency number to contact the fire service: **999**
- All staff are aware of the evacuation procedure.

LOCKDOWN PROCEDURES

- Instructions for the Lockdown Procedures have been shared with staff and these procedures will be acted on in the event of an exterior (loose dog) or interior (aggressive adult) threat.

None term time procedures for fire, evacuation and lockdown- seeking confirmation of requirements.

Name	Job Title	Date
	Extended Services Manager	
	Deputy Manager	
	Chair of Governors	