**FIRE EVACUATION AND BELL TEST POLICY**

At Little Wonders Nursery our overall aim is to minimise the risks to pupils and staff in the event of a fire. Safety and preservation of life is our priority and will override all other considerations. We ensure that precautions are taken to avoid and reduce effects of a fire outbreak, procedures are in place for evacuating children safely and that the fire alarm system is in operation.

# Responsibility

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| **Person** | **Responsibility** | **Exit**  **Route** |
| Manager/  Supervisor | * Overall responsibility for fire safety matters; * Implementation of fire safety matters; * Make sure that all the children evacuate the premises safely; * Ensure that staff and pupil training take place and monitor the standard of fire precautions maintained; * Ensure all new staff are inducted and fire evacuation procedures are explained; * Ensure that a fire evacuation drill is undertaken each half term; that fire action notices are kept up to date. | Main exit, if safe |
| Lunch | * Ensure that they are fully aware of all fire procedures; * Ensure the safe evacuation of all pupils for whom they are responsible; * Ensure that no-one is left in the class room, toilets or corridor and conduct a roll call outside at the Assembly point; * Ensure that door vision panels and fire exits are kept clear and fire doors are kept shut; * Ensure that pupils for whom they are responsible are informed of the correct fire procedures. | Nearest Exit, if safe |
| Admin | * Call the emergency services if it is a genuine fire; * Ensure the office and staff room is evacuated; * Collect the visitor’s book, and all the registers; and go directly to the assembly point; * Distribute registers at assembly point staff and assist in the checking of the registers and staff registers. | Main exit, if safe |
| Caretaker | * To carry out fire bell test and visual check of panel for fault every Tue morn; * Ensure fire safety equipment is maintained; * Check fire doors and Fire extinguishers weekly |  |

**Procedure**

* Each morning and afternoon the attendance register shall be taken;
* Each morning staff will sign-in when they arrive and any staff leaving the premises shall sign- out;
* Any child leaving the premises shall be marked off the register;
* All visitors shall sign the visitors book on entry and sign-out when leaving.

**Fire Evacuation**

# Fire Drill

* + A fire drill shall be carried out at least once every term;
  + When the bell rings (which will be a continuous ringing sound), the children shall be quickly lined up in a single file and evacuated through the nearest exit;
  + Whilst staff are leaving the hall through the fire exit they shall check the toilets as they pass;
  + Staff shall conduct a roll call by taking a register to see if all children, staff and visitors are present;
  + If all children, staff and visitors are present, re-enter the building if it is safe to do so.
  + Manager to record date, time, duration of drill and sign off.

# Actual Fire/Emergency

* + When the fire bell rings quickly line up the children and leave premises from the nearest fire exit;
  + SMT/Admin (or any member of staff in their absence) shall call the fire brigade if safe to do so or else use the nearest external telephone;
  + Close all windows, doors and switch off electrical items, if safe to do so;
  + Under no circumstances, should children or staff collect belongings;
  + Assemble the children far end of the playground;
  + Admin will take student register, staff sign in sheet and visitors book outside. A head count will be done, and register will be taken by the class teacher/lunch assistant;
  + Manager will conduct a roll call to see if all staff and visitors are present;

# Do not attempt to re-enter the building;

* + If someone is missing, the building shall not be re-entered, but information shall be given to the fire brigade for them to make a search.

# Fire bell test

* + Fire bell test shall be carried out once a week on every Tuesday at 9:00 am;
  + Sound the alarm for approximately 5 seconds;
  + Each week a different call point shall be activated;
  + Findings are recorded at the end of the test;
  + If the bell malfunctions or a fault light appears on the panel, it shall be reported immediately for repairs.