

# Fire Safety Policy

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Presented to	Date	Name (Chair)	Signature
Collegiate			
Trustees			
Review		(	

## 1. Fire Safety and Prevention

1.1. Fire alarms, detectors and extinguishers are installed and are checked regularly as part of main schools routine.

1.2. Fire drills/evacuation practices are undertaken at least once a term. These are recorded with any comments and records kept both in the Kindergarten and in the main school.

1.3. Fire doors are clearly marked, never obstructed and easily opened from inside.

1.4. Staff are to be familiar with fire procedure and any new staff to be made aware of it as soon as they begin work.

1.5. Fire evacuation notices/instructions are displayed near the exit doors.

1.6. Regular fire prevention checks are made by the Kindergarten Teacher to ensure that all is as it should be.

## 2 Evacuation Procedure

1.7. In case of fire or on hearing the alarm, children are to be escorted by staff to the nearest fire exit and taken to the safe, appropriate area outside.

1.8. The Kindergarten Teacher will collect the register and take it outside to ensure that all children and staff are accounted for.

1.9 The Teacher will check that all rooms are clear and all windows and doors are closed before leaving the building.

- 1.10 The Kindergarten Teacher will inform main school by mobile telephone when the building is clear and all registers taken.
- 1.11 Contact is to be maintained with designated person at main school throughout by either mobile telephone or by a member of staff.
- 1.12 Await official instructions for staff and children to re-enter building. If necessary, instructions may be given for the children to be moved to a new safe area and assistance in doing so will be provided, if required.