

Sample Fire Safety Policy



Please note this is a guide to a policy and procedure. It is not meant to be directly copied and it is highly recommended that all members develop documents specific to their service and needs. This is not an exhaustive list and there may be other essentials required.

Sample Policy Statement

Named Service place the highest priority on the health, safety and protection of all children, staff and families using our service. We will ensure that our staff have training in fire safety and that all children are educated appropriately on the dangers of fire and what to do in the event of a fire within the service.

Principle:

This policy is underpinned by the Childcare (Preschool Services) Regulations 2006, the Fire Services Act 198 and the Health, Safety and Welfare at Work Act 2005

Procedure:

- Firefighting equipment including fire extinguishers, smoke detectors and fire blankets are supplied and serviced each year.
- Children will be taught the reason for fire drills and the importance of learning what to do when they hear the alarm.
- Fire drills will be carried out monthly while changing the time and day to ensure all children experience a fire drill.
- All fire drill practices will be recorded using the fire drill record
- The fire drill will be made up of the children and staff understanding where their nearest exit is and calmly making their way to the assembly point.
- The assembly point location is _____
- Our fire officer is _____

Fire Drill

- The alarm will be set off manually or the smoke detectors will raise the alarm
- The staff and children will make their way to the assembly point location
- Staff will bring the child attendance record
- The fire officer will collect the staff/ guest sign in book
- The fire officer will check each room to ensure no person is left in the building
- At the assembly point all children and staff will be accounted for using the attendance records
- A fire brigade will be called if necessary

This policy was adopted by: NAME OF SERVICE

Date:_____

Signed by:_____ on behalf of Management

This policy will be reviewed on (insert date)_____ in collaboration with staff and parents

