



FIRE SAFETY POLICY

Introduction

Tigers Childcare place the highest priority on the health, safety and protection of all children, colleagues and families using our services. We ensure that our colleagues 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.

Policy Statement

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016, the Health, Safety and Welfare at Work Act 2005, and Fire Safety in Preschools 1999.

Procedures/Practices

1. At Tigers Childcare we do everything necessary to ensure that all reasonable measures for fire prevention and fire safety are taken.
2. We have a nominated Fire Safety Person in each service who is appropriately trained.
3. All colleagues working in the service have received fire safety training. Everyone understands their role and responsibilities in relation to fire safety measures in the service.
4. As part of induction, each new colleague is shown the location of the fire exits and fire safety equipment.
5. As part of induction, the evacuation procedure is explained to each new colleague.
6. Fire Safety Training is recertified every two years.
7. All children who are old enough are educated about fire, fire safety and the evacuation procedures and are supported to regularly practice how to evacuate calmly and safely from the building.
8. Appropriate fire detection and control equipment, for example, fire alarms, smoke detector, fire blankets and fire extinguishers, are in place and we ensure that they are properly maintained and in proper working order.
9. Records are kept of monitoring and maintenance of all fire detection and control equipment.
10. Records are also kept of all fire drills, which take place at different times and on different days each month, using different routes of evacuation.
11. Records are maintained for a period of 5 years.

12. Fire exits are clearly identifiable. All fire doors are kept free from obstruction and are easily opened from the inside.
13. Evacuation Procedures are in on display, in a prominent place, in each room and in the main lobby area (where applicable).
14. Fire assembly points are clearly labelled.

The Evacuation Procedure

1. The fire alarm will be set off manually or the smoke detector will raise the alarm.
2. The children and educators/practitioners will calmly make their way to the assembly point location.
3. The room leader of each room will bring the child attendance register with them.
4. The Fire Officer will bring the Fire Evacuation Bag.
5. The Fire Officer will bring the educator/practitioner attendance register with them.
6. The Fire Officer will check each room in the service to make sure no person is left behind in the building.
7. At the assembly point, each child/educator/practitioner will be accounted for using the relevant attendance register.

Communication Plan

A copy of all policies will be available during hours of operation to colleagues and parents/guardians in the Policy Folder located in Tigers Childcare.

Parents/guardians may receive a copy of the policy at any time upon request.

Related/Supporting Documents/Related Legislation

- [Fire Safety in Preschools 1999](#)
- Policy 10 (a) – Fire Safety Plan
- Policy 10 (b) – Fire Drill Steps
- Policy 10 (c) – Fire Officer/Assembly Point Details
- Policy 10 (d) – Fire Drill Record

Policy Review

Policy Created:	July 2013
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Policy Reviewed:	Annually

