

FIRE PREVENTION

This Policy will summarise the precautionary arrangements and measures in place for the prevention of fire to ensure compliance with Health & Safety and other legislative requirements.

THIS POLICY APPLIES TO ALL STAFF, WHO ARE REQUIRED TO CONFORM TO THE FOLLOWING RULES. THERE ARE NO EXCEPTIONS:

1. The setting operates a total "NO SMOKING" policy within the buildings and outer environment of the setting.
2. Fire doors within the setting must be kept closed at all times. Self-closing doors **MUST NOT** be wedged open for "convenience". Closed fire doors help to prevent the spread of fire and allow more time for evacuation.
3. Fire exits must be kept clear at all times and not blocked with toys, equipment and other items.
4. When using gas and electric appliances:
 - 4.1 Exercise appropriate care and caution, and where appropriate ensure such appliances are operated in accordance with manufacturers' instructions;
 - 4.2 When finished using an appliance, ensure that it is switched off before leaving it:
 - 4.2.1 All electric plugs should be removed from sockets. This must include electric kettles and other appliances.
 - 4.2.2 Ensure that lamps are not covered with a cloth or other material at any time.
5. Ensure that there are no cloths etc. "left to dry" by hanging over open gas cookers or hobs.
6. Fire extinguishers must be kept in the positions marked on the Fire Plan and at no time moved to other areas or used as door stops.
7. Fire escape and exit routes will be clearly marked in pictorial fashion throughout the setting. The optimum escape route from each room will be clearly displayed on the back of the door to each room or Activity Area.
8. All staff, through formal and regular training, must:
 - 8.1 know the exact locations of all fire extinguishers and fire-fighting equipment, and be familiar with their types, identification and mode of use;

- 8.2 know the exact positions of all fire exits and escape routes;
 - 8.3 know the fire drill and assembly points outside the buildings;
 - 8.4 be aware of their particular responsibilities for the areas in which they work.
9. Where possible, furniture, fixtures and fittings must be made of fire-resistant or fire-retardant fabrics and materials.
10. All fire systems and alarms will be tested monthly by setting staff. Records will be kept of all such testing as part of the setting's Manager responsibilities.
11. All fire fighting equipment will be checked annually by a qualified fire extinguisher maintenance engineer. This will be planned as part of the procedure for Servicing, Repair & Maintenance of Toys & Equipment, and the specialist engineers will be listed on the Preferred List of Service Sub-contractor to the setting.
12. Rooms and activity areas within the setting, including the kitchen and laundry area, should be inspected last thing at night to ensure all electrical appliances are unplugged.