

Our Lady Star of the Sea Catholic Nursery Policy on Fire

Mission Statement

"You are precious in my eyes" - Isaiah 43

- *Our Lady Star of the Sea Catholic Nursery is committed to the widest and fullest education of all children in a partnership between home, nursery, parish and community.*
- *Our nursery aims to create a happy, ordered environment where all members feel secure, valued and respect each other.*
- *Our nursery aims to be a positive force within the Catholic Church inspired by the life of Christ in the Gospels*

Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, children and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Our Lady's are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The Role of the school Fire Safety Manager (FSM)

The nursery supervisor is the designated School Fire Safety Manager, who is responsible for ensuring that:

The Fire Safety policy is kept under regular review by Governors and the SLT.

The Fire Safety policy is communicated to the entire nursery community.

Everyone in the setting (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.

Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.

Fire risk assessments are regularly reviewed and updated.

Fire prevention measures are meticulously followed.

Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired

Records are kept of all fire practices

Emergency Evacuation Notice

All new staff, contractors and visitors are shown the following notice:

- Fire drill will take place every term. Once a year a fire drill will take place without warning. All staff will be told that this will happen once a year, but no further warning will be given.
- Fire extinguishers will be tested by a properly authorised firm once a year.

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- In the event of a fire do not attempt to put it out yourself. Staff will ensure their own safety and the safety of the children in their care by collecting the children together and leaving by the nearest fire exit.
- Evacuation Procedures are posted in the nursery by the fire exits.

Procedure to be followed in the event of a fire

- On hearing the fire alarm, the children will be collected together and taken out of the nearest fire exit to their assembly point.
- The Nursery Supervisor shall take out registers held in the nursery and the children's registration documents/contact folder.
- Once outside the children will line up in their designated assembly point and the register will be taken.
- It is the duty of the Head Teacher to call the emergency services.
- Only the Head Teacher can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services
- Where it is not possible to return to the building the children will be taken to **Our Lady Star of the Sea Social Centre, St. Albans Road, St. Annes**. The nursery manager will contact parents'/carers, asking them to collect their children.

Signature of Chair of Committee members: _____ Date:

Signature of Nursery Supervisor: _____ Date: