

Fire Safety NMS 24.19 and 24.21 to 24.24

We make sure the setting is a safe environment for children, young people, parents, staff, sessional workers, students, volunteers and visitors through our fire safety policy and procedures.

The Operational Manager (Richard Walters) makes sure the setting premises are compliant with fire safety regulations and seeks advice from the local fire safety officer as necessary, including following any major changes or alterations to the premises.

The Operational Manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or sooner if a large change occurs, e.g. a large intake of children or a new member of staff joins the setting. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children, young people, staff, sessional workers, students, volunteers and other stakeholders participate in the rehearsals.

The Operational Manager checks fire detection and control equipment and fire exits in line with the timescales in the checklist below.

Fire checklist	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Richard Walters	Daily checks are made	Internal and external
Fire extinguishers and blankets	RCT Council	Annually	Various areas of the building
Signing in and out fire register	Richard Walters, Debbie Page-Evans and Treena Allun	Daily	Main reception area of GGCA, in small reception area located next to scissor twisters for open access play and after school club, youth wing for youth club and at entrance to Messy Monsters Nursery
Smoke/heat alarms	RCT Council	Every 3 months	Throughout the building
Fire alarms	Richard Walters	Tested weekly	Fire alarm system located in main reception area on ground floor
Fire doors closed, doors free of obstruction and easily opened from the inside	Richard Walters	Daily checks throughout the day	Fire doors are located throughout the building
CCTV and Key Fob System	Contractor arranged by Richard Walters	Annually serviced	Throughout building

Registration

An accurate record of all staff, sessional workers, including any students, volunteers along with children and young people and others present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The organisation operates a strict no smoking policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from the Operational Manager or Senior Manager on duty
- Using the nearest accessible exit lead the children and young people out, assemble at car park located to the side/back of building
- Close all doors behind you wherever possible
- Do not use the lifts in the event of a fire. There are two staircases, one located in the youth wing entrance and one just behind the main reception area. The safest route must be utilised by staff leading children and young people out from the first floor.
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children, young people or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children and young people calm and together
- Wherever possible alert the senior manager of your location and the identity of the children, young people and other adults that are with you.

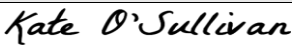

The Senior Manager, Children and Young People's Development Officer and Messy Monsters Manager is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area which is the car park to the side and back of building check the children and young people against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children, young people or adults are not accounted for.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

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