

SHIRLEY CHILDREN'S CENTRE FIRE PROCEDURE GUIDELINES

These guidelines link to the following:

- First Aid
- Health and Safety
- Emergency Plan

Document control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2015	Eyullahemaye Henry-Miller	Review	October 2016
3	October 2016	Eyullahemaye Henry-Miller	Review	October 2017
4	October 2017	Yvonne Charalambous	Review	October 2018
5	October 2018	Nicky Cook & Katie Coomber	Review	October 2019

FIRE PROCEDURE GUIDELINES

The Lead Member of the Children's Centre Team managing Children's Centre activities whether on or off site will be the designated member of staff responsible for alerting the emergency services in the case of fire.

Details of the fire alarm, testing, fire logs and maintenance are held at the Children's Centre. Where this is an external venue, the responsibility for maintenance is not that of Shirley Children's Centre.

Fire procedures are clearly displayed at all exits. Fire and evacuation procedures are explained to all visitors of the Children's Centre. Fire and evacuation procedures are explained to anyone who has a letting in the Children's Centre. The main exit routes and assembly points are clearly explained.

In the case of out of hours lettings, it is the responsibility of the hirer to ensure that everyone has signed in and to escort everyone out of the building, reporting to the Fire Officer on duty at the designated assembly point. Procedures for register taking are part of the Session Checklist/Risk Assessment Policy. Fire drills are the responsibility of the Fire Safety Officer at individual sites.

It is the responsibility of Children's Centre Staff to ensure that all exits are kept clear at all times and to report any concerns to the Fire Safety Officer at the relevant site, or to the Centre Manager. It is the responsibility of the Centre Manager to ensure appropriate tests and maintenance of all safety equipment, including fire extinguishers, safety blankets, logs etc.

Policy Implementation

The School Governing Body are responsible for the Implementation, Review and Evaluation of this Policy. They will be consulted during the review of this Policy.

This policy is freely available to all Staff, Parents/Carers, Centre Users and Service Partners. It will form part of Staff Induction.

Policy Endorsement

This policy is agreed and signed by the governing body of Forest Academy School