Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

Fire Safety Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

1. Purpose

The purpose of this policy is to ensure the safety and welfare of all children, staff, volunteers, and visitors in the event of a fire at GGCP. GGCP is committed to complying with Welsh Government National Minimum Standards, the Regulatory Reform (Fire Safety) Order 2005, and other relevant fire safety legislation. This

policy outlines preventive measures, emergency procedures, and responsibilities to protect everyone on the premises.

2. Scope

This policy applies to all GGCP staff, trustees, volunteers, children, parents, carers, and visitors. It covers fire prevention, evacuation procedures, training, and compliance with fire safety regulations.

3. Policy Statement

GGCP is committed to:
- Ensuring effective fire safety measures are in place to prevent and respond to potential fire hazards.
- Providing a safe environment where everyone understands fire safety protocols and procedures.
- Complying with fire safety legislation, conducting regular risk assessments, and implementing fire prevention and evacuation measures.

4. Legal Framework

This policy aligns with:
- The Regulatory Reform (Fire Safety) Order 2005
- Welsh Government National Minimum Standards for Regulated Childcare
- Health and Safety at Work Act 1974

5. Fire Safety Responsibilities

5.1 Trustees
- The Board of Trustees has overall responsibility for fire safety within GGCP, ensuring policies and procedures are reviewed annually or when significant changes occur.

5.2 Fire Safety Officer
- A designated Fire Safety Officer (Responsible Individual) is responsible for fire safety management, conducting fire risk assessments, organising fire drills, and ensuring equipment is maintained.

5.3 Staff and Volunteers
- All GGCP staff and volunteers are responsible for familiarizing themselves with fire safety procedures, participating in fire drills, and following fire prevention protocols.

6. Fire Prevention Measures

GGCP is committed to maintaining a safe environment by:
- Conducting Fire Risk Assessments: Regular fire risk assessments will be conducted and reviewed annually or after any significant changes. These assessments will identify potential fire hazards, assess risks, and outline control measures.
- Maintaining Fire Safety Equipment: Fire extinguishers, fire blankets, smoke alarms, and emergency lighting will be installed and maintained according to safety standards. Equipment will be inspected annually by a qualified fire safety professional.
- Clear Access to Exits: All fire exits will be clearly marked, unlocked, and kept free from obstructions to ensure easy evacuation. Staff will check daily that exits remain clear and accessible.
- Prohibiting Fire Hazards: Smoking, open flames, and the use of portable heaters are prohibited on GGCP premises. Electrical equipment will be regularly tested, and faulty equipment will be removed or repaired immediately.

7. Fire Evacuation Procedures
7.1 Fire Alarm Activation
- If a fire is discovered, the nearest fire alarm should be activated immediately. This will alert everyone on the premises to evacuate.
- Staff should not attempt to extinguish the fire unless they are trained to do so, the fire is small, and they can do so safely without endangering themselves or others.

7.2 Evacuation Procedure
- Sounding the Alarm: Upon hearing the fire alarm, staff will begin the evacuation process immediately, following the pre-determined escape routes.
- Evacuation of Children: Staff are responsible for ensuring that all children evacuate safely. Each staff member will be assigned a group of children to supervise, ensuring that all children are accounted for.

- Evacuation Route: Everyone will follow the designated evacuation route to the fire assembly point, avoiding lifts or areas where smoke or fire is present.
- Fire Assembly Point: The designated fire assembly point for GGCP is [Specify Location, e.g., the far side of the playground or parking lot]. Staff will ensure all children and individuals are at the assembly point and accounted for.

7.3 Roll Call
- Upon reaching the assembly point, staff will conduct a roll call using the attendance register and visitor sign-in book to ensure everyone is accounted for.
- If anyone is missing, the Fire Safety Officer or senior staff member will immediately inform the fire service upon arrival.

8. Fire Drills and Training

8.1 Fire Drills
- GGCP will conduct fire drills every term (at least three times per year) to ensure all staff, volunteers, and children are familiar with evacuation procedures. Fire drills will simulate various scenarios, ensuring everyone is prepared for different emergency situations.
- Each fire drill will be recorded, noting the date, time taken to evacuate, and any issues identified. Staff will review drills to improve evacuation procedures if necessary.

8.2 Staff Training
- All GGCP staff and volunteers will receive fire safety training as part of their induction, including instruction on the fire alarm system, evacuation routes, and the use of fire safety equipment.
- Fire safety training will be refreshed annually, and additional training will be provided if there are updates to fire safety regulations or procedures.

9. Assisting Children and Individuals with Additional Needs

GGCP is committed to ensuring that all children, including those with additional needs, can evacuate safely:
- Individual Evacuation Plans: Children with specific needs will have Individual Evacuation Plans (IEPs) tailored to their requirements, detailing the support they need during an evacuation.
- Additional Support: Staff will be assigned to assist children or individuals who may require additional help during an evacuation.
- Evacuation Aids: GGCP will provide evacuation aids if necessary, such as evacuation chairs, and ensure staff are trained in their use.

10. Record-Keeping

GGCP will maintain accurate and up-to-date records of:
- Fire risk assessments
- Fire drills, including dates, evacuation times, and any improvements identified
- Staff training records for fire safety and evacuation procedures
- Maintenance checks on fire alarms, extinguishers, emergency lighting, and other fire safety equipment

11. Reporting and Reviewing Fire Incidents

- In the event of a fire incident or near-miss, GGCP will conduct an investigation to determine the cause and identify any improvements needed.
- The Fire Safety Officer will compile an incident report and share findings with the Board of Trustees to ensure corrective actions are taken.
- This policy and procedures will be reviewed after any fire incident to assess the effectiveness of GGCP's fire safety measures and implement improvements if necessary.

12. Communication with Parents and Carers

- GGCP will inform parents and carers about fire safety procedures during registration and induction.
- In the event of a fire evacuation, parents and carers will be contacted as soon as possible once all children are safe, informing them of any changes to collection procedures if required.

13. Policy Review

This policy will be reviewed annually by the Board of Trustees or sooner if there are changes to Welsh Government standards, fire safety legislation, or GGCP's procedures. Feedback from staff, fire drills, and external fire safety assessments will inform improvements.

14. Compliance with Welsh Government National Minimum Standards

This policy is designed to meet the Welsh Government National Minimum Standards for regulated childcare, ensuring that GGCP provides a safe and compliant environment with effective fire safety measures and procedures.

15. Contact Information

For questions or further information on fire safety, please contact:
- Chair of Trustees: Mrs Jan MacDonald (01978 852342 or playgroup@allsaints-pri.wrexham.sch.uk)
- Responsible Individual: Mr Richard Hatwood (01978 852342 or headteacher@allsaints-pri.wrexham.sch.uk)