

## **Storyy AP Fire Safety Policy**

### **Fire Drills & Procedures:**

Storyy AP have a risk assessment posted on the appropriate notice boards in all participating venues and fire drills will be conducted on a regular basis by the site Fire Marshall. In the event of a fire at our provisions, children should be collected from the fire assembly point. All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. Children will be made aware of the fire safety procedures and exits during their settling in period and on regular occasions from then on with regular practice fire drills.

Fire doors and fire exits are clearly marked and never locked whilst the buildings are in use and are kept clear from any obstructions. The doors are easily opened from the inside and the fire procedures and assembly points will be risk assessed and amended if appropriate.

A fire risk assessment is carried out and reviewed yearly.

### **In the event of a fire:**

A Storyy AP member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity.

All children at Storyy AP will immediately be escorted out of the building to either of the assembly points depending on the location of the fire. The register and phone will be taken, and all children and staff accounted for. If any persons are missing from the register, the emergency services will be informed immediately.

All staff have the responsibility to keep your child safe, however The Manager on duty that day/ Fire Marshall will be the designated Fire Safety Officers and will check the premises of the provisions as safety permits. Manager/Fire Marshall is to contact Head of Operations to make them aware.

Reviewed by Natalie Lee – 01/07/2024  
Next review – 01/07/2025