



Fire Safety Policy

The Memorial Hall Management Committee is responsible for organising adequate systems and equipment for the detection and control of fire. They keep a record of any checks by the Fire Safety Officer and also of servicing of fire safety equipment. It is the memorial halls responsibility to ensure that any recommendations by the Fire Safety Officer are carried out.

At Whitsers, we ensure that:

- Fire doors will never be obstructed and fire exits will be easily identifiable.
- Fire drills will be held at least twice a term.
- Fire alarm call point boxes are tested in the playroom every 6 weeks by a member of staff and hall ones are tested by a member of the Hall committee every 6-8 weeks and a log is made of this test
- New staff and volunteers are fully aware of the fire drill and evacuation process and are asked to read the policy during induction process

WHITSERS FIRE DRILL

1. On hearing the whistle (kept on door in playroom at all times) children will stop playing and one member of staff will go to the fire exit door at the end of the play room to escort children outside
2. A member of staff will pick up the register and mobile phone and lead remaining children out of the building into the playgroup's garden reassuring them at all times. All other staff will stay at the back of the line to ensure that the children are following the member of staff outside
3. During free flow play, all the children that are currently outside will be guided by a member of staff to the area the children are assembling in
4. The Play Leader will follow behind, having checked, if it is safe to do so, that there are no children or adults in the toilets, kitchen or play room
5. Outside a member of staff will take the register as the children are assembling in the back garden
6. A note of the fire drill will be made in the Fire Log book including date, time, location of fire and how the evacuation drill went.
7. Children are then free to carry on with play activities and children praised

IN CASE OF REAL FIRE

8. In the case of a real fire or other emergency, the person discovering the fire will

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alert the hall users by activating the red box , the children will be evacuated as above . A member of staff using a mobile phone will call the Fire Brigade once everyone is evacuated safely.

The address of the hall is :

Whittlesford Memorial Hall,
Mill Lane,
Whittlesford,
Cambridge,
CB22 4NE
Telephone number 01223 839395.

9. In case of a real fire, all children and staff will make their way to William Westley Primary School and parents/carers will be contacted to collect their child/children from there. Emergency contact numbers are kept in back of register and are updated every half term or as advised by parents /carers.

10. Committee members may be called upon to help with contacting parents or escorting children to the school

11. Staff are aware of the location of the nearest fire extinguishers, (found in the kitchen, lobby and Main Hall) and are aware of location of the two red call point boxes in the playroom

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