

# St. John the Evangelist Catholic Academy EYFS



## Policy on Safety and Welfare: Fire Safety

Date of review: July 2019

## **Policy Statement**

At St. John the Evangelist Catholic Academy we ensure our premises prevent no risk of fire by ensuring the highest possible standard of fire precautions.

1. We follow 5 steps to achieve this:
  - 1.1 Identification of a risk: where is it and what is it?
  - 1.2 Who is at risk: child care staff, children, parents, cleaners etc?
  - 1.3. Assessment as to whether the level of a risk is high, medium, low. This takes into account both the likelihood of it happening, as well as the possible impact if it did.
  - 1.4 Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce that risk?
  - 1.5 Monitoring and review: How do you know if what you said is working, or is thorough enough? If it is not working, it will be amended or maybe there will be a better solution.

## **2. Procedures**

Our risk assessment process covers adults and children and includes:

- 2.1 Determining where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by a parent and/or carers and inspectors;
- 2.2 Checking for and noting hazards and risks indoors and outdoors, in relation to our premises and activities;
- 2.3 Assessing the level of risk and who might be affected;
- 2.4 Deciding which areas need attention;
- 2.5 Developing an action plan that specifies the action required, the time/scales for actions, the person responsible for the action and any funding required.

The risks are reviewed regularly.

We maintain lists of health and safety issues, which are checked daily before the session begins, as well as those that are checked on a weekly and termly basis when a full risk assessment is carried out.