

# HEALTH AND SAFETY

## FIRE SAFETY AND EMERGENCY EVACUATION

### Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Pre-school Fire Safety Officer is:      KERRY GOODWIN

### Procedures

- The basis of fire safety is a risk assessment. These are carried out by a ‘competent person’.
- The pre-school leader has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document.
- As we are in rented premises we ensure we have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once a term.
- Records are kept of fire drills.

### Emergency evacuation procedure

1. Two sharp blows on the whistle.
2. The children are told to line up at fire door number 1 or 2.
3. The toilets, kitchen and committee room are all checked by the senior assistant.
4. The children are counted as they are led from the building, to the assembly point.
5. The register is taken by the pre-school leader.
6. The children are led back inside.
7. If this were a real fire drill the children would be led over to the First School, the emergency services would have been contacted by the pre-school deputy at point 4. Parents are then contacted.
8. The fire drill is then recorded in the register and our fire drill book and evaluated.

June 2018
This policy was adopted on: _____
June 2019
Date to be reviewed; _____
<i>Karen Richardson (Treasurer)</i>
Signed by the Committee: _____

Changes Made Y/**N**