

8.5 FIRE SAFETY AND EMERGENCY EVACUATION

Policy statement

The premises are rented and we adhere to the recommendations of the Hall Management to ensure that the premises do not present a risk by fire. We consult with the Hall Management and can access the Fire Safety Report.

Procedures

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that heaters are not covered with anything flammable.
- Batteries are replaced in smoke alarms when required.
- The Hall owners ensure that smoke detectors/alarms and firefighting appliances conform to BS EN 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 every half-term.
- Records are kept of fire drills.

Emergency evacuation procedure

- ADULT raises both hands and tells the children "TWO HANDS" (a command they hear every day) – this will be the person who did the register that day.
- Manager or other delegated adult calls 999
- CHILDREN raise hands, stop what they are doing and stand still.
- CHILDREN are asked to line up.
- HEAD COUNT children and adults
(this is by the adult who took register)
- LEAVE hall quietly and calmly.
- TAKE REGISTER in a safe place depending on the exit used:
Front exit – area of car park to right hand side
Back exit – gate to cemetery
- RE-ENTER building if safe to do so.
IF NOT DEEMED SAFE to return to building, we will walk the children to the church and an adult will notify the parents for collection. If a mobile phone is not available for use an adult should go to The Swan Hotel to use the phone there.

Fire drills

We hold fire drills half-termly and record the following information about each fire drill in the fire drill record:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

Regulatory Reform (Fire Safety) Order 2005

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2018