

St Oswald's Pre-school
Fire Safety and Emergency Evacuation Policy

Policy Review

This policy will be reviewed in full by the owner and deputy manager annually.

The policy was last reviewed and agreed by the owner and deputy manager on **27th March 2018**

It is due for review on **27th March 2019** (up to 12 months from the above date).

Signature Date

Owner/Manager

Signature Date

Deputy Manager

Statement of intent

St Oswald's Pre-school ensures 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.

Procedures

The basis of fire safety is risk assessment. These are carried out by a 'competent person'. St Oswald's Pre-School will ensure that they have a copy of the fire safety risk assessment that applies to the buildings used by the settings and obtained from the church office. Fire doors are clearly marked, never obstructed and easily opened from the inside. These doors are kept locked or bolted during preschool sessions for the safeguarding of children, but all staff and volunteers are aware of this and can easily open the doors by disengaging the lock or bolts. 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 approved by the Fire Safety Officer and are: clearly displayed in the premises; explained to new members of staff, volunteers and parents; and practiced regularly at least once every six weeks. Records are kept of fire drills and the servicing of fire safety equipment.

Emergency Evacuation Procedure

In the event of a fire or fire drill or the need to evacuate the setting for any other reason, the following procedure will be adhered to. A whistle will be blown to alert children and adults present in the setting. The fire exits are clearly labelled. The lead practitioner for that session will collect the register and fire box containing contact details of all children and staff. Children and staff will evacuate the setting in a calm and orderly manner taking the exit furthest away from the fire and meet at the assembly point. The manager or deputy manager will check the toilets and hall before leaving the setting. Children and adults will be assembled in a safe area where the register is called by the lead practitioner. The evacuation is timed for recording in the Fire Drill Safety Book. The manager or deputy manager will contact the emergency services in the event of a fire.

Parents are contacted by telephone in an emergency and will be told where to collect their children from. Children will be taken to a place of safety in the event of a fire or other emergency.

Meeting areas are:

On the far-right hand side of the grass at the front of the building.

Or:

In the alleyway behind the back garden.

The fire drill record book must contain:

Date and time of the drill

How long it took

Whether there were any problems that delayed evacuation

Any further action taken to improve the drill procedure.