



Health and Safety

Fire safety and emergency evacuation

Policy statement

Staple Pre-School 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. A Fire Drill Log sheet is used to record our fire drills along with any incidents that may have occurred in the evacuation procedure that may need addressing. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The Chair person has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials - including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- As we operate in rented premises we will ensure that 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.
 - We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
 - 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 every half term.
 - Records are kept of fire/emergency evacuation drills.
 - the servicing of fire safety equipment is the responsibility of the Village Hall Committee
1. A whistle will be blown twice.
 2. All children are to leave their activities quickly (but without running) and line up by the appropriate exit. The primary exit is the main entrance door if this exit is obstructed then the left hand door in the hall will be used. Both exits are clearly visibly marked as fire exits.
 3. The supervisor will collect the mobile phone and the register.
 4. Children will be counted on leaving the building.
 5. A designated member of staff will follow at the back of the line to ensure that all the children are out of the building safely.
 6. Where possible the deputy will check the toilets to make sure all children are out of the building.
 7. The children will be lead to the assembly point on the field.
 8. A register will be taken to make sure that everyone is accounted for.
 9. In the event of a fire, the fire brigade will be called by the supervisor and then the supervisor or the deputy will contact parents and the chair of the committee.

The fire/emergency evacuation drill record sheet must contain:

- Date and time of the drill.
- Names of staff and amount of children
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the evacuation procedure.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Risk Assessment - Educational Premises (**HMG 2006**) (**Pre school memory stick**)

This policy was adopted at a meeting of

Staple Pre School

Held on _____

(date)

Date to be reviewed _____

(date)

Signed on behalf of the management
committee _____

Name of signatory _____

Role of signatory (e.g. chair/owner) _____
