



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 a Fire Officer or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- 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 six weeks.
- Records are kept of fire drills in a book.

Emergency evacuation procedure

The procedure for practice drills are as follows:

- The children become familiar with the sound of the fire alarm (both the Hall alarm and the whistle used by the setting)
- The children, staff and parents know where the fire exits are.
- The children are led from the building to the assembly point.
- The children will be accounted for by the manager (or deputy) by calling the register.
- Any member of staff can call the emergency services in the event of a real fire.
- Parents will be contacted if it is a real evacuation.
- If necessary the children and staff will evacuate to Elworth C.of E. Primary School .

The fire drill book contains:

- The 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.

This policy was adopted at a meeting of Elworth Pre-school Group

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) _____