

FIRE SAFETY AND EMERGENCY EVACUATION PROCEDURE.

Policy Statement

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

PREVENTATIVE PROCEDURES

The basis of fire safety is Risk Assessment. This is carried out by the supervisor annually

Fire doors are clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and firefighting appliances that 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
 - practised regularly once a term.
- Records are kept of fire drills and the servicing of fire safety equipment and PAT testing

EMERGENCY EVACUATION

The emergency evacuation procedure can be found on the back of visitors badges and is explained to visitors on arrival.

Every Term we practise our fire drill and make a daily record of:

Child and staff attendance (can identify individuals that have not practised).

Date and time of drill.

How long it took.

Any problems or notable factors that may have helped or hindered the drill.

Any further action taken to improve the drill procedure.

PROCEDURE

1. The person discovering the fire will raise the alarm by blowing the whistle three times and ensure that all rooms have heard the alarm.
2. The Supervisor will get the register and the fire grab bag then gather the children and staff, volunteers, and visitors by the double doors. No-one is to stop to put shoes or coats on or to collect personal belongings.
3. The Supervisor will call the Fire Brigade by dialling 999 or ensure that it is done.
4. The supervisor and staff will escort the children to the end of the car park by the wall.
5. The Deputy Supervisor will check the building to ensure it is empty, including the toilets and upstairs, collect the door keys and go to the end of the car park by the wall.
6. The register will be called to ensure all children and adults are present.
7. When all children are safely evacuated from the building, and only if it is safe to do so, tackle the fire with the appropriate fire extinguisher.