Health and Safety

3.10 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 our Fire Officer, or Fire Safety Consultant.

Procedures

The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
Settings in rented premises will ensure that they 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.

Our emergency evacuation procedures are:

- clearly displayed on the premises.
- explained to new members of staff, volunteers and parents; and
- practised regularly at least once every term.

Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure
The procedure for emergencies is for a member of staff to give three short sharp blows on their whistle. The preschool manager, or the most senior member of staff present, is responsible for collecting the register en route. All children are then escorted slowly and safely to assemble in front of the New Inn public house, away from the road, on the bench furthest from pre-school. Any child who is unable to walk unaided, will be carried safely by a delegated member of staff. The preschool manager then delegates the person responsible for checking the premises are empty and completely clear of children and staff/volunteers. Once at the assembly point, the register is called and checked – whilst the manager calls the register the managers assistant will contact the emergency services. An emergency procedure drill logbook is available in the office.

The logbook contains:

- 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.