



Fire Safety and Emergency Evacuation

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'.
- 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 in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every half term ensuring all children know the procedures.
 - Records are kept of fire drills and the servicing of fire safety equipment (Equipment is maintained by the Church Rooms committee).

Emergency Evacuation Procedure

- Staff will blow a whistle 3 times and we will explain what is happening.
- Line all the children up by the nearest fire exit and do a head count to account for all children. If appropriate, the appointed Fire Marshall or other appointed adult checks there are not any children in the toilet or other areas.
- Pick up register and visitors book. (Our contact folder containing all contact numbers and names for each child).
- Exit the building by the safest route, closing all doors.
- Go to a point a safe distance away from the hall in the nearby Glebe Field.
- Take the register to double check that all adults and children are present.

DO NOT stop for any personal belongings

Emergency Return to Building Procedure

Staff will blow a whistle to get the children's attention and we will explain what is happening.

- The children will be quickly and calmly escorted back into the hall.
- Depending on the kind of incident it will be reported to whoever it concerns.
- Parents will be informed of the incident.

The fire drill record form will then be used to record the following:

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

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

This policy was adopted at a meeting of Goudhurst Village Pre-school

Held on.....

Date to be reviewed.....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

