



Health and Safety

HS4 Fire safety and emergency evacuation

Policy Statement

We ensure the highest possible standard of fire precautions are in place. 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. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

- The basis of fire safety is risk assessment: these are carried out by a 'competent person' – Mrs Joanne Gregory.
- This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* (HMG 2006) document.
- 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, as necessary.
- Our Fire Marshalls are: Mrs Joanne Gregory, Mrs Joanne Waelend, Mrs Jennifer Ashton

Fire safety precautions taken

- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN 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 at least once every six weeks.
- Records are kept by the pre-school of fire drills and by the church of the servicing of fire safety equipment.

Emergency evacuation procedure

- A whistle is blown, following the main fire alarm being sounded.

- A red/yellow/white cord is held out for the children to hold onto. (The colour of the cord depends where the children are within the building)
- The fire officer asks a member of staff to check the toilets and kitchen area. They also need to ensure that ALL finger guards from ALL fire doors are removed and the doors are firmly shut.
- The fire officer collects the register, fire bag and mobile phone which is situated in the main children's room near to the telephone. They will hand out at least 1 hi-visibility jacket and put one on themselves.
- We walk out of the setting through the fire exit.
- A member of staff stands by the car park entrance to ensure that no vehicles are permitted into the car park. They will ensure they are wearing a hi-visibility jacket.
- We walk and stop in the safe area in the car park which is beside the gate that separates us from Richmond Primary School
- We take a headcount of the children.
- We take a headcount of the staff.
- We call the register.
- We call for the fire service if not already done so by a member of the church.

For a practice fire drill we make a note of the date, time, how long it took to leave the premises, how many children and how many staff.

The fire drill record must contain:

- 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 record is kept in our Day-to-Day folder.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

This policy was adopted at a meeting of

Little Fishes Pre-School

Held on

20/9/11

Date to be reviewed

Reviewed: Spring 2022

Next Review: Spring Term 2023

Signed on behalf of the management committee

Maggie Mann – Chair

Tracy Parkins – Manager
