



Fire Safety & 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 manager has received training in fire safety sufficient to be competent to carry out the risk assessment;
- We ensure that we have a copy of the fire safety risk assessment that applies to the building and that we 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 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 Term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency Evacuation Procedure

When the fire alarm sounds or a fire is discovered:

- Staff supervising children outside will stop anyone from entering the building and will determine the safest route and lead the children to the front of the building to meet the rest of the group.
- The designated supervisor inside will collect the register and will determine the safest route depending on the location of the fire.
- Children will be led to a safe waiting point, whilst all areas are checked to ensure that no one has remained on site.
- Once checks have been completed, the supervisor will lead everyone to the front of the building. (if exiting via the front door 2 members of staff will go out first and direct children to the waiting point)
- The register is taken.
- The children are led to the primary school.
- Once everyone is safe the supervisor will call the Fire Brigade.
- If a fire takes place whilst we are in the garden a register is taken with us, a safe route from the garden will be determined and the children will be led to the school from there.

The fire drill record book must contain:

- 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

Held on

Date to be reviewed

Chairperson
