



## FIRE SAFETY & EMERGENCY EVACUATION POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Liz Fellman/Gosia Rumsey
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Annual
Date next review due	June 2010

### Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	June 2009	Checked against PSLA guidelines

## Statement of Intent

The Management of Lydiard Millicent Pre-school believes that children's safety is of paramount importance. We ensure that our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person, such as a Fire Officer or a Fire Safety Consultant.

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe		3.3 The learning environment 3.4 The wider context	

## Fire Safety

The basis of fire safety is risk assessment. These are carried out by Jenny Watson, the Health and Safety Officer. She is competent to carry out these duties and has received appropriate training. Risk assessments will be written where there are more than five staff.

- 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

## Emergency Evacuation Procedure

Our emergency evacuation procedures are approved by the Fire Safety Officer, are clearly displayed on the premises, are explained to all new members of staff, volunteers and parents and are practised regularly, at least once every six weeks. Records are kept of all fire drills and of the servicing of fire safety equipment.

- Children are introduced to the sound of the fire alarm through regular fire drills
- Children, staff and parents are introduced to the emergency exits through regular fire drills
- In case of an emergency, the supervisor/senior member of staff inside the building will call all children in the pre-school room to line up immediately, count heads and lead them through the nearest emergency exit to the assembly point on the playground, taking the register (which includes details of visitors) and emergency contact details with her. Any children in the toilets must be called back immediately, if it is safe to do so, and led to the assembly point with the other children.
- If there are children in the garden area, a second member of staff will call all these children to line up immediately, count heads and lead them to the assembly point.
- The supervisor will take the register to ensure that all children are accounted for and check that all staff and visitors are also accounted for.

- Under no circumstances should anyone return to a burning or dangerous building to search for anyone unaccounted for. The emergency services should be informed immediately if they need to search for anyone.
- The normal evacuation time during practice is 2 minutes.
- In the event of a real fire, the supervisor should call the emergency services, while the register is being taken. The priority is to evacuate everyone safely and to keep children calm.
- In the event of a real emergency, parents should be called as soon as possible to collect their children, using the contact list brought out with the register.
- At all times, staff will follow the advice of the emergency services.

### **Fire Drill Record**

The fire drill record book 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