

**Health and Safety**

**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 the local Fire department.

**Procedures**

* The basis of fire safety is risk assessment, carried out by a ‘competent person’
* Fire doors are clearly marked, never obstructed and easily opened from the inside
* Smoke detectors/alarms and firefighting 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:
  + Clearly displayed in the premises
  + Explained to new members of staff, volunteers and parents
  + Practised regularly, once every half term

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

**Emergency evacuation procedure**

* It is our policy to practise this during our session times every half-term on differing days to ensure all children are included and aware of the procedure. Practise drills and real evacuations are recorded
* On discovery of a fire or another situation needing an evacuation, the manager or deputy should be alerted immediately
* The whistle will be blown which means the children should immediately stop what they are doing and go to the adult blowing the whistle
* Once the children and staff are gathered together by the whistle blower, they will exit the building and walk to the nearest assembly point
* The manager or deputy will take out the register, contact lists, a mobile phone and any of the children’s medication
* Two adults will leave last and perform a search of all rooms for any children to ensure that no-one is left behind
* The children will assemble either in Horseshoe Crescent or Shepherds Lane (depending on which part of the building is on Fire.)
* Once assembled the register will be taken
* If the building is not safe, then the parents will be called

**The fire drill record book must contain**:

* Date and time of the drill
* How long it took
* Whether there were any problems that delayed the action
* Any further action taken to improve the drill procedure

**Legal Framework**

* Regulatory Reform (Fire Safety) Order 2005

**Further Guidance**

* Fire Safety Risk Assessment – Educational Premises (HMG 2006)

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| This Policy was adopted on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date to be reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |