



## Fire Safety and Emergency Evacuation Policy

### Policy statement

St Marks Pre-school ensures the highest possible standard of fire precautions are in place. The Health and Safety committee member and manager are familiar with the current legal requirements. Where necessary these individuals seek the advice of a competent person, such as a local Fire Officer.

A Fire Safety Log Book is used to record the findings of risk assessments, any actions taken or incidents that have occurred and our fire drills. The pre-school ensures our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### Procedures

#### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- St Marks Pre-school's fire safety risk assessment focuses on the following for each area of the setting:
  - Electrical plugs, wires and sockets.
  - Electrical items.
  - Gas boilers.
  - Cookers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper, etc.
  - Flammable chemicals.
  - Means of escape, identifying any person who is at risk in case of a fire.
  - Anything else identified.
- As the pre-school rents its premises, the manager and Health and Safety committee representative will ensure that there is a copy of the fire safety risk assessment that applies to the building and that this is reviewed regularly.

#### *Fire safety precautions taken*

- The pre-school practitioner team ensure that 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.

- All electrical equipment is checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- The pre-school 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*

- In the event of discovery of a fire, the nearest alarm should be activated by breaking the glass in the alarm box. The alarm is a continuous siren.
- All children are escorted from the building, with staff leading children calmly out through the nearest fire exit door. Fire exit doors are clearly marked.
- The children will be taken to the assembly point at the rear of the playground at the kick wall. The key person/support worker will be responsible for implementing the personal evacuation plan for any child that may have additional needs. If children are in the playground they will be escorted to the assembly point by the staff on duty outside. The manager/administrator will alert any staff and children in the front garden by opening the front door and shouting 'fire'.
- Under no circumstances are staff, visitors and/or parents/carers to collect personal belongings.
- The manager/administrator will collect the registers, visitors' book, registration file and pre-school mobile phone.
- The pre-school fire marshals will check all areas in the building, ensuring that there are no persons left and closing doors behind them. Once the manager is satisfied that the building has been evacuated, the manager will leave by the nearest available exit.
- Children, staff, volunteers and visitors will be accounted for by the register for each room being called by the room leader/permanent member of staff. When completed, a green card kept in the register will be held up to indicate that all children and staff are present. If it is found that the register is not complete, the red card is held up.
- In the event of a real fire:
  - The pre-school manager/room leader will call the emergency services, stating clearly that it is the pre-school on the school site and not the junior school, and informing them if anyone is unaccounted for.
  - A member of staff will be directed to the campus gate to guide any emergency services in.
  - The manager will liaise with the emergency services on their arrival.
  - Parents will be contacted using the pre-school mobile phone and/or Wyndham Park Infants' School landline.
  - No-one will re-enter the building until told it is safe to do so by the fire officer.
  - In the event that the building is not fit to be re-entered, the children will be escorted to Wyndham Park Infants' School to await collection by parents.

