

Collaton St Mary Pre-School

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

Fire Safety and Emergency Evacuation Policy

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 our Fire Officer.

Safeguarding and Welfare Requirement: Safety and Suitability of Premises

Environment and Equipment Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and must have an emergency evacuation procedure.

The Pre-school has an obligation to be prepared for every eventuality. Emergency situations rarely occur however we need to be prepared and vigilant in the event that we need to take urgent action to evacuate the Pre-school.

FIRE

- Collaton St Mary Pre-School has a written fire risk assessment which is reviewed annually or before if necessary. Julia Yarrell and Jayne Jones have attended on-site fire training.
- We ensure that we have a copy of the fire safety risk assessment that applies to the Parish Rooms building and contribute to the reviews of this assessment.
- 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.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises on notice boards in both downstairs rooms.
 - explained to new members of staff, volunteers, and parents; and
 - practised regularly at least once every half term.
 - records are kept of fire drills and the servicing of fire safety equipment.

Our evacuation procedure in case of fire is as follows:

- The fire bell will be rung.
- Staff in each room will line children up by the doors
- The Manager/lead adult will lead the children outside and line them up by the gate whilst doing a headcount to ensure all children and adults have left the building.
- The Deputy will collect the register, emergency contact list, evacuation bag and mobile phone.
- Staff member will check children's toilets, staff toilet for children and staff.
- Children and adults will then walk to the assembly point at the bottom of the church driveway and the register is taken to ensure that all are present.

Collaton St Mary Pre-School

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

- In the event of a fire parents would be contacted if necessary to collect their children.
- If it is a fire drill then children would be taken back into the Pre-school building and parents informed at the end of the session about the fire drill.

Emergency evacuation procedure

Every setting is different, and the evacuation procedure will be suitable for each setting

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill record log contains:

- Date and time of the drill.
- How many staff and children were present.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Legal framework

Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk/si/si2005/20051541.htm

Further guidance

Fire Safety Risk Assessment - Educational Premises (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

This policy was adopted at a meeting of the Collaton St Mary Pre-school Trustees.

Date Signed

Position

Review date