

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.

EYFS key themes and commitments

1.3 Keeping safe

3.3 The learning environment

3.4 The wider context

Procedures

- Collaton St Mary Pre-school has a written fire risk assessment which is carried out jointly by the Chair of the Committee and the Pre-school Supervisor. This is reviewed annually or before if necessary.
- 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 of the 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.

Emergency evacuation procedure

- 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 book contains:

- 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.

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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