



Bengier Bears Pre-school POLICIES AND PROCEDURES

Fire safety and emergency evacuation

We ensure our premises present a low risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the Evacuation Procedure. Where necessary we would seek the advice of a competent person, such as a Fire Officer.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The Manager will receive training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- 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 this responsibility is undertaken by the Village Hall, who also have fire fighting equipment checked on a regular basis.

Our emergency evacuation procedures are:

1. Any member of staff discovering a fire should immediately go to a fire alarm and using an implement, break the protective glass.
2. When the alarm sounds take all the children through the nearest fire exit to the outside of the children's play area on the Recreation Ground.
3. Children will exit quietly and in an orderly manner. Check toilets and side room to ensure all children are aware of the evacuation. Take head count as children are leaving the building.
4. Supervisor to take register and mobile phone with her. Deputy Supervisor to check all children and adults have evacuated the building.
5. Close doors as you leave the premises.
6. Children to line up by the fenced play area with their backs to the fence.
7. Supervisor takes a second head count.
8. Call register.
9. Inform Sutton Bengier School of situation immediately either by telephone or in person.
10. As soon as all clear is sounded please return to the pre-school building.

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.

Legal framework

- Regulatory Reform (Fire Safety) Order 2005

This policy was approved at a staff meeting held on

This policy was adopted at a meeting of the Pre School Management Committee held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory

Leann Atkinson

Chair
