

Fire safety and emergency evacuation

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, or Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- 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:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents;
 - practised regularly at least once every half term
 - records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

On hearing the fire alarm or for practice drills:

- Designated staff member gets fire bag and leads the children to the fire assembly point (school playing field) using the fire rope
- Another designated staff member searches the premises for children, collects the phone, emergency contact details and register and any children's medication.
- Staff call names off the register and carry out a head count of children and staff.
- Call the fire brigade
- Inform parents of incident and arrange collection of children if appropriate

The fire drill record book must contain:

- 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

Further guidance

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

Links to other relevant policies:

- Safeguarding policy

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)
