

Health and Safety

3.4 Fire safety and emergency evacuation

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. Brailsford Pre-School's Supervisor and all staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our local Fire Brigade to ensure we keep up to date with new legislation.

Procedures

- A daily check is carried out by Pre-School staff.
- Our premises are rented so a member of Brailsford Pre-School's committee has been appointed to Health & Safety representative to engage and contribute to regular reviews with other users of the village hall and its committee. *Rachel Smith*
- All staff have received health and safety training, sufficient to be competent to carry out risk assessment. ***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 and are checked as specified by the manufacturer.
- Our emergency evacuation procedures follows our local Fire Brigade guidelines 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 the servicing of fire safety equipment
 - Extinguishers have been labelled clearly for their specific use.

This policy was adopted at a meeting of

Brailsford Pre-School

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)

Emergency Evacuation Procedure

- 1 Adult who knows there is an emergency and a need to evacuate the building should sound the fire bell.
- 2 Manager/deputy manager to delegate someone to check toilet area and back room.
- 3 Manager (or deputy in absence of manager) is responsible to see that the register, registration folder and mobile phone are collected by themselves or another adult.
- 4 Adults in the side room to evacuate the children via the rear fire door. Children to walk to meeting point.
- 5 Adults in the main hall to evacuate children via the most safe and convenient door, either the main entrance or door at the bottom of the hall.
- 6 All adults and children are to meet through the gate on the public path out of the car park.
- 7 Manager or deputy to delegate which member of staff is to then ring 999.
- 8 Manager or deputy is to call out register to make sure all are present, staff, children and volunteers.
- 9 Do not go back into the building to collect personal belongings until the emergency services indicate it is safe.
- 10 Parents will then be contacted using the information in the registration folder.
- 11 If shelter and a more permanent place is needed to wait for parents, children will be safely escorted to the local primary school.