

Health and Safety

Fire Safety and Emergency Evacuation

**Unique
Child**

**Positive
Relationships**

**Enabling
Environment**

**Learning
Development**

**1.1 Keeping
Safe**

**3.3 The Learning
Environment
3.4 The Wider
Context**

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.

The basis of fire safety is risk assessment. These are carried out by competent team members. The manager and Health and Safety officer have received training in fire safety sufficient to be competent to carry out written risk assessments. These follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document.

- We will ensure that they have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.*
- 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; and*
- practised regularly for one whole week each half term.*
- Records are kept of fire drills and the servicing of fire safety equipment.*

Emergency evacuation procedure

- Are preformed at least once a day for one whole week each half term.*
- It is the responsibility of all team members to know when these drills are to take place and to take it upon themselves to conduct a drill so everyone is aware of the procedure.*
- Take place from all rooms so that all adults and children know how to escape in the event of an emergency.*
- Are practiced regularly to ensure a prompt, accurate and calm procedure in the event of a real emergency*
- Procedures and the whereabouts of fire fighting equipment are posted on the notice boards for all parents and team members to be made aware of.*
- Information for contacting parents are kept in the register and regularly updated so contact information is always accurate and accessible.*
- Parents are to be contacted if the building has to be evacuated in any emergency including notifiable diseases.*

Training

- All team members are trained in performing an emergency drill.*
- All team members of the on-site team are trained in first aid.*

Drill Procedure – Haddenham Puddleducks Pre-school

- 1. The alarm will be raised and children will be asked to walk and line up by emergency exit.*
- 2. Adult in charge of drill will collect the mobile phone and register while other adults walk the children through the fire exit to the outdoor area and through the back gate onto Banks Park Green.*
- 3. The designated adult searches toilets, kitchen, foyer and main hall then shouts FIRE before meeting the rest of the group outside.*
- 4. Children are counted*
- 5. The register is taken*
- 6. After the all clear children walk back inside.*
- 7. Times and findings are written in an emergency log book*

Procedure in-case of serious injury to a child or adult at Haddenham Puddleducks Pre-school

- 1. One adult will administer first aid while another calls an ambulance and the third adult takes the children to another area, distracting them with an activity*
- 2. Parent/carer or next of kin will be contacted*

3. If parent/carer or next of kin has not arrived by the time the ambulance arrives then a member of the pre-school team will accompany the casualty to the hospital.

4. All other parents will be contacted, the situation will be explained and the parents will be asked to pick up their children.

Log books will be filled in by the person in charge of fire/emergency drill/procedure, noting the time and date of the drill/procedure, the time taken to complete the drill/procedure and any observations made. Log books will be thoroughly looked through at times of risk assessments to evaluate whether the drill/procedure is effective or needs to be revised or changed to comply with the safety policy.

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 after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by