



Fire safety and emergency evacuation

Policy statement

Tiddlywinks preschool ensures our premises presents no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our 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

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- We will ensure that there is a copy of the fire safety risk assessment available from the village hall committee that applies to the building and we contribute to regular reviews if required.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Cookers.
 - Electric meter.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.

Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer. (this is the responsibility of the village hall committee)
- Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We ensure sockets are covered. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly, at least once every month weeks.
- Records are kept of fire drills.

Emergency evacuation procedure

- Children are familiar with the sound of the fire alarm by a whistle being blown or a smoke detector sound.
- Staff, children, parents, visitors are shown and made aware of where the fire exits and they are clearly sign posted.
- Children are assembled by staff at the closest fire door to the room and the furthest away from the fire.
- A head count is done of children and adults including any person visiting the building, and are led from the building by staff to the fire assembly point at the side of the tennis court to the rear of the building.
- DO NOT PICK UP ANY VALUABLE POSSESSIONS.
- The manager of deputy is responsible for taking the register and a working mobile phone.
- The manager will delegate a member of staff to phone the emergency services using the mobile whilst the children are checked against the register by the manager.
- Parents/carers are phoned by the manager or deputy, if unable to be contacted their emergency contact person will be contacted.

Fire drills

We hold fire drills monthly and record the following information about each fire drill in the fire drill record book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- 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)

This policy was adopted by

Tiddlywinks preschool

On

10/03/2014

Date to be reviewed

09/03/2015

Signed on behalf of the provider

Name of signatory

Mrs Nicola Merry-Taylor

Role of signatory

Owner