



Fire Safety Policy

Provider's must take reasonable steps to ensure the safety of children, staff and others on the premises in case of fire or any other emergency and must have an emergency evacuation procedure (Early years foundation stage statutory framework, April 2017)

The staff and committee create a safe environment where the prevention of fire is of vital importance. Our first duty is always to look after the children and this will mean the evacuation of the building. No attempt should be made to fight the fire until their safety is ensured, and then without exposing any person to risk

The Pre-School has 2 appointed Fire Officers (Janine Shambrook and Corrina White) who will plan and implement regular fire drills.

The Pre-School will carry out fire drills at least twice a term - ensuring that all children are aware of the fire evacuation procedure. We will log every fire drill carried out in the Fire Safety file. This is kept in the register bag.

Testing of fire alarms is carried out during our practise emergency evacuations and at staff meetings. Firefighting equipment testing is carried out annually by the trustees.

There are smoke detectors in every room.

All emergency exits are to be kept clear and free of obstruction at all times

The Fire Risk Assessment is reviewed annually by the Pre-School leader, staff and committee. This assessment will:

Identify any person especially at risk in case of a fire, for example: very young children, children with additional needs, vulnerable adults and make plans for their safe evacuation
Review the Pre-School evacuation plan

Look at the past years records of fire practices

Ensure the provision of adequate training
General Fire Safety

All staff will make it their responsibility to ensure:

Tops and fronts of heaters are kept clear
There is 1 metre clearance to the routes of exit doors
All electrical equipment is PAT tested annually
Displays where possible will not be above heaters, and if this is unavoidable they will be securely fixed
Combustible materials (paper, card, fabrics etc) are not stored near to sockets or lights

Electrical appliances are switched off at the mains when not in use and at the end of the day.

Smoking is prohibited in and around the Pre-School.

Advice on the procedure in the event of a fire

Discovering a fire:

Do not attempt to put it out. Firstly, raise the alarm by using the fire whistle and follow the procedure on the 'Fire drill Notice'

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity. All children will immediately be escorted out of the building and to the assembly point. The assemble point is by the St Helen's staff carpark. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The premises will be checked by the designated Fire Safety Officer and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire, providing this does not put themselves or others at risk.

The register will be taken and all children, staff and visitors accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the Supervisor should access the emergency contacts list that is kept off the premises

If for any reason the designated Fire Safety Officer is absent at the time of an incident, the Supervisor will assume responsibility or nominate a replacement member of staff.

Ofsted will be notified about any significant changes or events.

After the event:

If it is a drill or false alarm then the building can be re-entered if deemed safe by either the managing staff or the fire rescue team and logs will be completed. If the fire was real and the building is deemed unfit to be re-entered then each child's parents or emergency contacts will be contacted and asked to collect the child ASAP. At this point the children will be taken to St Helen's school to await collection.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) _____

Signed on behalf of the Pre-school _____

All policies are reviewed at least annually, updated if necessary, and signed at our Annual General Meeting.