|  |  |  |
| --- | --- | --- |
|  | **Fire Safety and Emergency Evacuation Policy**  Dated adopted 23.06.19 | |
|  |  |

**Policy Statement**

We ensure the highest possible standards of fire precautions are in place: The Practice Manager and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as Fire Officer of Fire Safety consultant. We record any actions and incidents in our risk assessment folder and our fire drill information is recorded on the procedure on the notice board.

**Procedures**

**Fire risk assessment**

* The basis of fire safety is risk assessment, which is carried out by ‘a competent person’.
* The Practice Manager and the Deputy have received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written and we will follow the Government guidance and Fire Safety Risk Assessment-Education Premises (HMG2006).

**Our fire safety risk assessment focuses on the following for each area of the setting:**

* Electrical plugs, wires and sockets
* Electrical items
* Gas boilers
* Cookers
* Matches
* Flammable materials – Including furniture, furnishings, paper etc.
* Flammable chemicals
* Means of escape
* Anything else identified
* Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building.

**Fire safety precautions taken**

* We ensure doors are clearly marked, never obstructed and easily opened from inside.
* We ensure Smoke detectors/alarms and firefighting appliances conform to BS EN standards and are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacture. We request copies of checks from Village Hall Committee.
* We have electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
* Our emergency evacuation procedures, which include details for use of fire extinguishers, are: clearly displayed in the premises.
* Explained to new members of staff, volunteers, parents/carers and visitors.

**Emergency evacuation procedure; see our fire drill procedure, which is located on our notice board.**

**Emergency Evacuation Procedure**

* How the children are familiar with the sound of the alarm.
* How the children, staff and parents know where the fire exits are.
* How children are led to the assembly point.
* How children will be accounted for and who by.
* How long it takes to get the children out safely.
* Who calls the emergency services, in the event of a real fire.
* How parents are contacted.

**Fire drills**

We hold drills every half term and record the following information about each fire drill;

* The date and time of the drill.
* The 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 (HMG2006)

This policy was adopted by Hanslope Pre-school on 23rd June 2019

Date to be reviewed 23rd June 2020

Signed on behalf of Hanslope Pre-school …………………………………

By Rachel Chapman Chairperson on 23rd June 2019