

# Pound Hill Pre-School Policy and Procedure

## 8.5 Fire safety and emergency evacuation



### Policy statement

Pound Hill Pre-School ensures our premise presents no risk of fire by ensuring the highest possible standard of fire precautions. The practitioners 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 doors are clearly marked, never obstructed and easily opened from the inside.
- 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 as organised by the Council.
  - Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
    - explained to new members of staff, volunteers and parents; and
    - practiced regularly, at least once every six weeks at different days and times.
- Records are kept of fire drills.

### *Emergency evacuation procedure*

- A whistle will be blown in the event of a fire – children are familiar with this sound from fire practises
- Practitioners, children and visitors will stop and leave what they are doing to leave by the nearest fire exit. These will be at the rear of the hall or through kitchen.
- The Fire Officer will check the toilets and small hall before leaving the building.
- Practitioners hold the hands of children, and children are to hold hands with each other if no available practitioner and led to the designated and marked assembly point in the car park.
- A register is called for children and staff.
- A member of staff will call the emergency services. Parents are contacted by mobile phone.
- In the event of real fire children are taken to the Knight Pub for safety until collected by parents

This policy was adopted by

K Platt

Date

July 2021

Date to be reviewed

01/09/2022

Role of signatory (e.g. chair, director or owner)

Manager

## **Pound Hill Pre-School Fire and Emergency Evacuation procedure**

On hearing the fire alarm: -

- practitioners outside must immediately gather together the children in this area and lead them through the garden gate to stand in the shaded area of the Community Centre's car park (bottom right) to wait for the other children and register call.
- Practitioners in the kitchen must collect the mobile phone and leave the premise through the Kitchen door straight to the outside joining the others as above.
- Practitioners in or near the toilets must clear both toilets of children, knock outdoor wedges and walk to the fire exit in the hall out through the garden joining the other children in the car park.
- Practitioners in the small hall must immediately stop what they are doing and gather to together all the children as they leave the small hall, walk through the main hall to the fire exit into the garden joining others in the car park
- Practitioners in the main hall must immediately stop what they are doing and gather to together all the children as they leave the hall through the fire exit into the garden joining others in the car park. Children reluctant to leave the hall or with no shoes must be picked up and carried to the car park.
- One practitioner must collect the register and first aid kit on leaving the hall.

Once outside the practitioner with the register must close the barrier of the car park to stop cars entering the car park.

The register will be called to ensure all children, visitors and practitioners have left the Community Centre.

The premises can only be re-entered on the agreement of the Fire Officers and Council.

### ***Fire Drills.***

The same procedure as above is adopted but a whistle is blown to represent the fire alarm

The drill is then recorded in the in the Fire Drill Log