



LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

FIRE SAFETY AND EMERGENCY EVACUATION POLICY

POLICY STATEMENT:

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. A fire risk assessment has been carried out and approved by the main School Fire Officer. All staff are familiar with the fire precautions and procedures.

PROCEDURES:

- The basis of fire safety is risk assessment. This is carried out by the manager.
- The manager has received training in fire safety sufficient to be competent to carry out a risk assessment; copy attached. This has been approved by the Main School Fire Officer.
- Fire doors are clearly marked, never obstructed, and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked regularly.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - Clearly displayed in the premises;
 - Explained to new members of staff, visitors and parents; and
 - Practised regularly at least once a term on our own, and also along with the main school.
 - Records are kept of fire drills and the servicing of fire safety equipment.

EMERGENCY EVACUATION PROCEDURE:

In our setting our emergency evacuation procedures are as follows:

- On hearing the fire alarm or smoke detector the person in charge tells children to stop and listen.
- Children will move towards the exit indicated by person in charge.
- The children are counted as they leave the setting.
- A member of staff collects the register.
- On hearing the alarm, the member of staff nearest the toilets will check that area, role play area and shed (if outside).
- Children are led from the building to line up by the fire assembly point in the infant's playground.
- The person in charge checks the register ensuring everyone is present. They then notify the person in charge on the junior playground if everyone is present or not. No one returns to the building until given the all clear by the person in charge of the main school.

- The main school calls the emergency services in the event of a real fire.
- A list of children's emergency contact phone numbers is kept in the register and parents are contacted if necessary.

THE FIRE DRILL BOOK CONTAINS:

- Date and time of the drill.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.
- Staff members attended.