07 **Fire Safety and Evacuation Procedure**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. West Parley Parish Council (from whom the premises is rented) are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer, or Fire Safety Consultant.

**Procedures**

* The basis of fire safety is risk assessment, carried out by the Preschool management.
* The managers have received sufficient training in fire safety to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
* As we rent premises, we will request that we have a copy of the fire equipment checks that apply to the building’s fire equipment resources.
* Fire doors are clearly marked, never obstructed and easily opened from the inside.
* Smoke detectors/alarms and fire fighting appliances conform to BS EN (British Standards, European Norm) standards, are fitted in appropriate high risk areas of the building and are checked by a competent person who has been approved by West Parley Parish Council, as specified by the manufacturer.
* Our emergency evacuation procedures are:
* Clearly displayed in the premises;
* Explained to new members of staff, volunteers, parents and children.
* Practised regularly. We aim to practise every three weeks but will ensure that it is undertaken at least once every half term. The drill is practised on different days of the week each time to ensure that differing attendance patterns of children will not preclude anyone from the drill.
* Records are kept of fire drills and any improvements/attendants needed.
* The servicing date is recorded on each piece of fire safety equipment.

**Evacuation Procedures in the Event of an Emergency**

* A formal register is taken for children and staff at the start of each session. This is kept on the staff table.
* A record of any attending visitors is also taken and placed with the Registration Folder on the staff table.
* The whistle is located on the teachers desk.

**Emergency Evacuation Procedure (Displayed on Staff Noticeboard)**

* The Deputy Emergency Drill Leader, Rachel McDonald, will quickly gather up the phone, register, visitors’ book then stand by whichever door is to be used for the evacuation procedure.
* The Emergency Drill Leader, Leanne Blackley, Manager, will do a loud blow on the whistle is used to commence the drill/evacuation procedure. This is the only time a whistle is used within the setting.
* At the sound of the whistle, all children/staff stop what they are doing and move quickly to form a line by the door at which the manager is standing.
* The Emergency Drill Leader, Leanne Blackley briskly leads the children out to the Assembly Point outside.
* The Deputy Emergency Drill Leader, Rachel McDonald, dials 999 to request assistance and checks the building (office, toilets,) to ensure complete evacuation has taken place.
* All other staff members assist with evacuation of children.
* Deputy Emergency Drill Leader, Amy Billinge, will block children from running towards the carpark.
* Visitors will be responsible for their own safety and that of their children. Their safe evacuation will be checked by reference to entries in the visitors’ book.
* A head count of children will be taken by Leanne Blackley whilst the building is being checked by Rachel McDonald
* Names of all present are then checked against the register and visitors’ book. Every person is encouraged to shout ‘YES’ in a loud voice in response to their name being called.
* In the event of an emergency, Parents/Carers will be contacted by the Pre-school managers
* All children are supported by the staff throughout the evacuation process.

**The Fire Drill Record Book Must Contain:**

* The date and time of the drill.
* How long it took.
* 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)**