

# Meppershall Pre-school

## Fire and Emergency Evacuation Policy and Procedures

### Statement of intent

The health and safety of the children is of paramount importance. We intend to make sure our Pre-school is a safe place for children, parents, staff and volunteers.

### Aims

- We aim to ensure that all parents, staff, and volunteers are aware of the procedures to be followed and the actions they must take in the event of any emergency.
- The premises should present no risk of fire as we ensure the highest possible standard of fire precautions.
- The Pre-school management are familiar with the current legal requirements.
- Where necessary we seek advice from a competent person such as a local Fire Safety Officer, on 01462 815669.

### Fire safety methods

- Under current legislation there is a duty for each premise to have in place a detailed fire risk assessment. It is the responsibility of the setting to ensure that this is the case and that the assessment is regularly reviewed as with any other type of risk assessment.
- Fire safety equipment is installed and checked regularly to ensure they meet BSEN standards.
- Each session has a designated fire Marshal and all staff are trained to use fire safety equipment as appropriate.
- Fire drills/evacuation practices are undertaken at least once each half term.
- Fire drills/evacuation practices are always recorded and records are retained by the Pre-school. These records contain: date and time of drill; how long it took; whether there were any problems that delayed the evacuation; any further action to improve the drill procedure.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Fire evacuation procedures are clearly displayed on the premises.

### Emergency Procedures

#### On discovering a fire.....

- Blow the whistle loudly.
- Fire Marshal delegates actions to be taken - check toilets and all areas; collect keys, phone, register, medication, visitors book plus the evacuation bag containing the first aid kit and emergency contact details.
- Staff immediately evacuate all children and adults calmly from building and outside area by the nearest, safest fire exit - close doors behind you and do not stop to collect belongings.

- Call 999, giving the nature of the emergency and full address of the setting including postcode.
- Congregate at the fire assembly point which is 'next to the park'.
- The Fire Marshal then checks that all children and adults are present using the register/signing in book.
- Once all the children are safe, a member of staff should go to meet the fire brigade.
- Under no circumstances should anyone re-enter the building until the fire officer has checked it.
- If the building cannot be re-entered, parents must be phoned to collect children immediately from the designated place of safety 'Meppershall Village Store'.

**Other Emergency Evacuation e.g. gas leak.....**

- Immediately take all the children to the designated place of safety 'Meppershall Village Store'.
- The senior staff member present will take the phone, register, medication, visitors book, plus the evacuation bag containing the first aid kit and emergency contact details.
- The parents will then be notified to collect their children.

Please also see our Health & Safety Policy