

**Fire safety and emergency evacuation**

**Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff 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**

* The basis of fire safety is risk assessment, carried out by a ‘competent person’.
* 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.
* Our emergency evacuation procedures are:
* explained to new members of staff, volunteers and parents; and
* practised regularly, at least once every term.
* Records are kept of fire drills and of the servicing of fire safety equipment.

*Emergency evacuation procedure*

* Upon discovering a fire or hearing the alarm, the session lead will take the high visual jacket from the peg located next the register.
* They will then sound the whistle with one long blast and collect the register.
* The children gather at the main entrance (or gate if outside) if it is safe to do so.
* If the fire is located at the entrance they will gather at the gate next to the kitchen to be lead out via the village hall.
* The lead staff member allocates another member of staff to check the bathrooms and pick up the phone. Once they have checked the area they must shout ‘clear’. This staff member is responsible for calling the fire brigade once out of the building.
* As the children gather they are asked to hold a hands with a partner and led outside to the gate by the leads staff member.
* If a child is distressed or unable to get out the building themselves, they are to be picked up by the nearest staff member and then given to their key worker as soon as it is safe to do so.
* The lead staff member counts the children out of the gate onto the playing field (counted out) and leads the children into the village hall car park. If it is not safe to pass in front of the village hall (due to the fire being located in the hall) then the children will be led to the car park via the skate ramp.
* Staff are to position themselves along the line of children with one staff member at the back.
* The register is taken via mobile access on tapestry or using the printed rota. The number of children at the session is clearly written on the door for a very quick reference count. If a child doesn’t respond to their name but they can be seen by staff the staff member must answer for them that they are present.
* whilst the register is taken the fire brigade is contacted by a different staff member.
* When it is safe to do so the lead staff member will contact parents to arrange for the children to be collected.
* If the above is a fire drill then the children are lead back into the building once the register is taken. Lots of re-assurance and praise is given.
* All details of the evacuation practice is recorded including those involves, time taken and any incidents.
* The records of the fire drills are filed in the Health and Safety folder in the office and then electronically.

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