

**Orleton Pre-school Group**

**Fire safety and emergency evacuation policy**

**Policy statement**

We ensure that our premises present no risk of fire by ensuring the highest possible standards 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 local Fire Officer, or Fire Safety Consultant.

**Procedures**

* The basis of fire safety is risk assessment, carried out by the Manager.
* The Manager has received training in fire safety sufficient 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).
* Fire doors are clearly marked – never obstructed and easily opened from the inside.
* Smoke detectors/alarms and the fire-fighting appliances conform to BS EN standards, and are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
* Clearly displayed in the premises
* Explained to new members of staff
* Practised regularly – at least once every six weeks
* Records are kept of fire drills and of the servicing of fire safety equipment.

**Emergency evacuation procedure**

Procedures for practice drills including:

* How children are familiarised with the sound of the fire alarm.
* How the children, staff and parents know where the fire exits are.
* How children are led from the building to the assembly point.
* How children will be accounted for and who by.
* How long it takes to get the children out safely.
* Who calls the emergency services, and when, in the event of a real fire.
* How parents are contacted.

**The fire drill book must contain:**

* The date and time of the drill.
* How long it took.
* Whether there were any problems during 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)

This policy was adopted at a meeting of Orleton Pre-school dated ……………………………………….

Date to be reviewed ……………………………………….

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role of Signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff-member please sign below to confirm that you have read and understood the policy, and are up-to-date with any changes.**

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| **Staff/Committee Name** | **Job Title** | **Signature & Date** |
| **Tara Morris** | **Manager** |  |
| **Polly Smith** | **Deputy** |  |
| **Vicky Thomas** | **Assistant** |  |
| **Sandra Thomas** | **Assistant** |  |
| **Debbie Moran** | **Trainee Assistant** |  |
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