



Fire Safety and Emergency Evacuation Procedure

We ensure our premises present low risk of fire by practising the highest possible standard of fire precautions.

Where necessary we seek the advice of a competent person, such as a Fire Safety Officer.

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 higher risk areas of the building and are checked as specified by the manufacturer.

Emergency evacuation procedure has been approved by a Fire Safety Officer and are:

- clearly displayed in the premises.
- explained to new members of staff, volunteers and parents.
- practised regularly, at least once every six weeks.

Records are kept of fire drills and of the servicing of fire safety equipment (Parish Council, owners).

The following procedures will be followed in the event of an emergency:-

On hearing the alarm/whistle the Manager/Deputy will ask all the children to exit the building, following an appropriate adult and with at least two other adults. As the children leave the building a staff member will count them, everyone should proceed to the fire assembly point.

Whilst the evacuation is taking place the Manager/Deputy/Senior staff member will call the emergency services.

The pre school Manager/Deputy will take the Register, Visitors book, keys and the Pre-School mobile telephone (this contains contact numbers for all parents).

A member of staff will take the Emergency Evacuation trolley, which includes jumpers and first aid kit.

A staff member will check toilets and cloak room if it is safe to do so.

Our assembly point is the **GOAL POST**.

The Manager/Deputy/Staff member will call the register to ensure all the children and adults are out the building and accounted for.

A member of staff should unlock to top bar of the gate to allow the Fire Service access to the car park (same key that unlocks the padlock for the main gate).

Manager/Deputy/Staff member will telephone parents to advise them of the situation and ask them to collect their children. Parents should be advised to park in Burcott Lane to allow the Fire Service access to the building.

At no time should anyone re-enter the building until the Fire Service has advised it is safe to do so.

This policy was adopted by the Bierton Pre School Committee

Date: **2nd April 2019**

Signed:.....

Name: **SARAH HEARN**

Role of signatory: **CHAIRPERSON**

Signed, all staff: