

## ST ANDREW'S METHODIST CHURCH PRE-SCHOOL

### Fire Safety and Emergency Evacuation Policy

#### Policy statement

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. The Pre-School liaises with the St. Andrew's Methodist Church Fire Safety Officer and St Andrew's Church Council with respect to fire safety within the premises. Where necessary the Pre-School and Church will seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of The Church risk assessment, any actions taken or incidents that have occurred in Pre-School and our fire drills.

#### Procedures

##### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person' and is organised by St Andrew's Church Council.
- An individual who has received training in fire safety and is competent must carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
  - Our fire safety risk assessment focuses on the following for each area of the setting:
  - Electrical plugs, wires and sockets.
  - Electrical items.
  - Gas boilers.
  - Cookers.
  - Matches.
  - Flammable materials – including furniture, furnishings, paper etc.
  - Flammable chemicals.
  - Means of escape.
  - Anything else identified.
- As we operate as an organisation of St Andrew's Methodist Church, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

##### *Fire safety precautions taken*

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We verify that 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.
- We ensure that all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - 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**

- The fire alarm is a distinct long tone, audible throughout the building. Children are familiar with the sound of the alarm through termly fire drills.
- Fire exits are clearly marked with signs above.
- When the fire alarm sounds;
  - Children and staff who are outside on the playground will assemble at the gate leading to the front of the building and close the door leading into the hall. Children are led by staff through the car park and assembled at the end of the path leading to Trent Road.
  - Children and staff who are in the hall will line up at the main door. Staff will check the toilet areas, closing all doors, and lead the children out of the Pre-School entrance door and through car park to assemble them at the end of the path leading to Trent Road. Staff will close all doors behind the last person to exit and do a headcount, then a register, of children to ensure all are present.
  - Children with disabilities have PEEP (Personal Emergency Evacuation Plans) which are specific to them. Their key-worker will implement the child's PEEP in the event the fire alarm sounds.
  - Office staff will leave the building via the front door, taking the children's contact list with them and closing internal doors behind them
  - Staff leaving through the front door will collect the register on the way out. The external doors will be closed after the last person to leave.
  - Staff are not expected to fight a fire unless it is to provide a means of escape. The first priority of all staff will be to evacuate with the children.
  - The Pre-School Manager will contact the emergency services using a mobile phone from the assembly point.
  - Parents will be contacted using the contact list brought out by office staff and requested to collect their children.
  - If necessary owing to weather conditions or safety considerations relating to the proximity to the fire, the children will be escorted by staff to St Mary's CE Primary School on Rushcroft Road to await collection by their parents.

## **Fire drills**

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- 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)
- Fire Safety Record (Pre-school Learning Alliance 2015)

This policy was adopted by St Andrew's Preschool (name of provider)

On 23<sup>rd</sup> November 2022 (date)

Date to be reviewed 31<sup>st</sup> October 2023 (date)

Signed on behalf of the provider

Name of signatory Linda Bowker

Role of signatory

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Chair of Management Committee

Staff Name	Signature