Anlaby Park Methodist Pre-School

Fire safety policy

The manager has overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the Pre-School. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

**Fire checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Who checks | How often | Location  |
| Escape route/fire exits  | Manager/Deputy | Daily  | Main hall, kitchen, trinity room, corridor,  |
| Fire extinguishers and blankets | Manager/Deputy | Monthly  | Main hall, kitchen, trinity room, corridor |
| Smoke/heat alarms | Church property committee  | Monthly  | All rooms |
| Fire alarms/ whistle  | Manager/Deputy | Monthly  | Inside first aid boxOutside first aid boxDeputy Keys  |
| Fire doors closed and in good repair | Manager/Deputy | Daily  | Main hall, kitchen, trinity room, corridor, |

Registration

**An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor’s book. These records must be taken out along with the register and emergency contacts list in the event of a fire.**

**No smoking policy**

Smoking is not allowed on the church property. (This includes the smoking of electronic cigarettes).

**Fire drill procedure**

On discovering a fire:

* Calmly raise the alarm by blowing the whistle
* Immediately evacuate the building under guidance
* Manager or other member of staff if manager not available to take registers, and records outside
* Deputy or other member of staff to check the building (only if she is not putting herself in danger)
* Using the nearest accessible exit lead the children out, assemble at the end of the car park
* Close all doors behind youwherever possible
* Staff and children in the outdoor area should evacuate through the gate, and into the car park
* Staff to be aware of any children needing assistance out of the building
* Staff to be aware that some children may be frightened during a fire drill, and assist them accordingly
* **Do not** stop to collect personal belongings on evacuating the building
* Do not attempt to go back in and fight the fire
* Do not attempt to go back in if any children or adults are not accounted for.

If you are unable to evacuate safely:

* Stay where you are safe
* Keep the children calm and together
* Wherever possible alert the manager/deputy of your location and identity of the children and other adults with you.

The manager/deputy is to:

* Pick up the children’s register, staff register, mobile phone, keys, visitor book and emergency contact details
* Telephone emergency services: dial 999 and ask for the fire service
* In the fire assembly point area –check the children against the register
* Account for all adults - staff and visitors
* Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

**Remember**

* **Do not** stop to collect personal belongings on evacuating the building
* Do not attempt to go back in and fight the fire
* Do not attempt to go back in if any children or adults are not accounted for.

**This policy was adopted on: July 2022**

**Signed on behalf of the Pre-School:**

**Date for review: June 2023**