

02 Fire safety Procedures

Fire safety policy

Designated Fire Marshalls are the Manager and Deputy

- Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will always act upon the advice of the emergency services.

Fire evacuation procedure:

Anyone noticing a fire must ring the fire bell.

Manager (or person in charge on the day) to allocate responsibilities to staff:

- *Gather children*
- *Registration record, registration forms (if possible) and check toilets and areas.*

Escape doors:

- *Use front door or back door depending on location of the fire.*

Designated assembly point: *by far wall in playground and thereafter, if required, bus stop opposite.*

- *Call the register including staff names*
- *Manager (or person in charge on the day) to call register. Call emergency services.*

Objectives

- We recognise that we have a corporate responsibility and a duty of care for those who work in and use our provision, but individuals also have a responsibility to ensure their own safety as well as that of others.
- A fire safety risk assessment is carried out by the Manager
- A Fire Log is recorded in the diary and regularly completed.
- Necessary equipment is in place to promote fire safety. (This is carried out by the Village Hall Committee)

Fire safety risk assessment

- All electrical equipment is checked by a qualified electrician (Preschool equipment) Village Hall equipment is completed by Village Hall Committee.
- Any faulty electrical equipment is taken out of use and recorded as such or condemned (whichever is necessary).
- All fire safety equipment is checked annually (Village Hall Committee complete)
- Gas boilers and cookers are checked and serviced annually by a Gas Safe registered engineer (Village Hall Committee complete)
- Smoke alarms are in place and tested by Village Hall Committee.
- A fire blanket is in place in the kitchen.
- Fire extinguishers are in place and are appropriate (Village Hall Committee)

Legal references

Electricity at Work Regulations (1989)

Regulatory Reform (Fire Safety) Order 2005)