



## Health and Safety

### Fire safety and emergency evacuation

#### Policy Statement

We, at Padbury Pre-school, ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The pre-school leader and staff are familiar with the current legal requirements.

#### Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- The pre-school leader has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Records are kept of fire drills.

#### *Emergency evacuation procedure*

To avoid any confusion and unnecessary delays in evacuating the building, our policy covers procedures for practice drills including:

- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point (Padbury C of E School playground).
- How they 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.
- Who will bring the 1<sup>st</sup> aid kit, prescribed medicines and emergency pack (tissues, wet wipes, change of clothes etc)
- How parents are contacted.

*where fun becomes learning!*

The fire drill record book contains:

- Date and time of the drill.
- How long it took.
- 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  
[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

### Further guidance

- *Fire Safety Risk Assessment - Educational Premises* ( HMG 2006)  
[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

This policy was adopted at a meeting of	<u>Padbury Pre-school</u>	name of setting
Held on	<u>19<sup>th</sup> September 2017</u>	(date)
Date to be reviewed	<u>September 2021</u>	(date)
Signed on behalf of the committee	<u>C.A.McHenry</u>	
Name of signatory	<u>CLAIRE MCHENRY</u>	
Role of signatory	<u>REGISTRATION SECRETARY</u>	