

Little Angels Pre-School Fire and Evacuation Policy



LITTLE ANGELS
PRE-SCHOOL

Part of the Little Angels Group

Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer, or Fire Safety Consultant.

Procedures

- The manager has received training in fire safety sufficient to be competent to carry out regular risk assessments; this will be written where there is more than five staff members and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006). The Manager will carry out a fire safety inspection every month, to include:
 - Checking that all firefighting equipment is in place and has not been tampered with.
 - Checking that emergency lighting is working.
 - Checking that all fire doors are easily accessible and that escape routes are clear.
- Where we rent premises, 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 doors are clearly marked, never obstructed and easily opened for the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer, they are

- Clearly displayed in the premises;
- Explained to new members of staff, volunteers and parents; and
- Practiced regularly at least once every term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- The Office Manager checks the fire alarm system on a weekly basis.
- The manager has fire marshal training

Emergency evacuation procedure

- On discovering a fire, immediately sound the alarm.
- Upon hearing the fire alarm, calmly call children in your care together
- Visually check the space around you is empty
- Leave the building via the nearest, safe emergency exit. You should not stop to retrieve personal belongings.
- Headcount the children in your care, alerting the Office Manager if any are missing
- The Office Manager is to collect the attendance register and visitors book.
- The Nursery Manager is to check that all rooms are vacated; shutting each door behind once satisfied that the room is empty.
- Children and adults who are in the garden when the alarm sounds are to use the side gates to reach the assembly point and must not walk through the building.
- All adults and children are to make their way to the bottom of the car-park at the front of the building.
- The Office Manager is to call the register to check that all children and staff are accounted for.
- Children are to be kept calm and sitting or standing still together.
- The fire brigade is to be called by mobile phone from outside the building.
- In the event of either the Office Manager or Nursery Manager being absent, the Deputy Manager will take on the role of the manager.
- Staff or children must not re-enter the building until the fire brigade have said it is safe to do so.
- Where the evacuation was due to a practice, staff should wait for confirmation from the manager that it is not a real fire and for permission to return.

Contacting parents

- Contact details for parents/carers and emergency contacts are listed in the register.
- Contact details of the next of kin for all staff members and volunteers are listed in the register.

Refuge

If it is not possible to return to the building after an incident, the children will be taken to the Manor Hotel to be kept warm and dry and to await collection by their parent or carer.

Fire Drill

Our fire drill record book contains:

- The date and time of when the drill took place
- How long it took
- Whether there were any problems that delayed the evacuation.
- Any further action taken to improve the drill procedure.