

## **Meppershall Pre-school**

### **Fire and Emergency Evacuation Policy and Procedures**

#### **Statement of intent**

The health and safety of the children is of paramount importance. We intend to make sure our Pre-school is a safe place for children, parents, staff and volunteers.

#### **Aims**

- We aim to ensure that all parents, staff, and volunteers are aware of the procedures to be followed and the actions they must take in the event of any emergency.
- The premises should present no risk of fire as we ensure the highest possible standard of fire precautions.
- The Pre-school management are familiar with the current legal requirements.
- Where necessary we seek advice from a competent person such as a local Fire Safety Officer, on 01462 815669.

#### **Fire safety methods**

- Under current legislation there is a duty for each premise to have in place a detailed fire risk assessment. It is the responsibility of the setting to ensure that this is the case and that the assessment is regularly reviewed as with any other type of risk assessment.
- Fire safety equipment is installed and checked regularly by the village hall committee and equipment is serviced yearly.
- Each session has a designated fire Marshal, and all staff are trained to use fire safety equipment as appropriate.
- Fire drills/evacuation practices are undertaken at least once each half term, these drills are not planned and can take place at any time.
- Fire drills/evacuation practices are always recorded and records are retained by the Pre-school. These records contain: date and time of drill; how long it took; whether there were any problems that delayed the evacuation; any further action to improve the drill procedure.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Fire evacuation procedures are clearly displayed on the premises.

## **Emergency Procedures**

### **On discovering a fire.....**

- Sound fire alarm immediately.
- Fire Marshall delegates actions to be taken - check toilets and all areas; collect keys, phone-containing emergency contact details for children and staff, register-which is recorded on the orange tablet, medication, visitors book plus the evacuation bag containing the first aid kit.
- Staff immediately evacuate all children and adults calmly from building calmly and safely- the children will be counted in a timely manner. The manager or deputy will do a final sweep of the preschool, and everyone will exit through the nearest fire exit and the rear or front of the building.
- Staff and children will be congregate at the fire assembly point 'on the grass verge opposite the village hall'
- The Fire Marshall then checks that all children and adults are present using the register that is taken on the orange tablet.
- A member or staff will call the fire brigade.(999) the staff member will provide the full preschool address to the operator '*Meppershall Pre School, Walnut Tree Way, Meppershall, Bedfordshire SG17 5AB*'
- Under no circumstances should anyone re-enter the building until the fire officer has checked it.
- If the building cannot be re-entered the children will be safety escorted to 'Meppershall church of England Academy'
- Once children and staff have arrived at Meppershall church of England Academy' parents will be called to collect their children.

### **Other Emergency Evacuation e.g. gas leak.....**

- In the event of another emergency leading to the evacuation of the preschool the manager or deputy will alert all staff by saying 'evacuation'
- The children will be evacuated follow the fire evacuation procedure.
- Staff immediately evacuate all children and adults calmly from building calmly and safely- the children will be counted in a timely manner. The manager or deputy will do a final sweep of the preschool, and everyone will exit through the nearest fire exit and the rear or front of the building.
- Staff and children will be congregate at the fire assembly point 'on the grass verge opposite the village hall'
- The manager or deputy will then check that all children and staff are present using the register, located on the orange tablet.
- The emergency services will be called.
- Under no circumstances will the building be re-entered unless instructed to do so by the emergency services.



- If the building cannot be re-entered the children will be safety escorted to 'Meppershall Church of England academy'
- Then parents will be called to collect their children from 'Meppershall church on England academy'

Please also see our Health & Safety Policy

<b>Date approved by Pre-school committee</b>	
<b>Signed by Pre-school leader</b>	
<b>Signed by Pre-school chair</b>	
<b>Signed by Pre-school staff</b>	