



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

Fire Safety and Emergency Evacuation Policy

Policy Statement

At Hail Weston Pre-school Activity Group (HWPAG) we 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. Where necessary we seek the advice of a competent person, such as our Fire Officer, or local Fire Safety Consultant.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'.
- HWPAG staff has received training in fire safety sufficient to be competent to carry out risk assessment. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document.
- HWPAG is in rented premises and will therefore ensure that they have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and firefighting 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 and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents;
 - children are familiarised with the sound of the 'fire bell' and the 'smoke detectors' through regular fire drills
 - a fire drill will be carried out regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

To evacuate the premises in an emergency situation the following procedure will be implemented.

- **The whistle/alarm will sound.**

The whistle is situated on the hook next to the kitchen hatch

Or

- **"Fire" is shouted by an adult**
- **The Staff**

Will usher children to a fire door quickly and calmly and prepare to open the door swiftly

Will nominate a member of staff to ring the Fire Brigade, (999) from a mobile phone. The address of the setting is

THE VILLAGE HALL, HIGH STREET
HAIL WESTON (NEAR ST NEOTS), Cambs. PE19 5JS

- **Deputy/Senior staff**

Will collect the register and blue box, then leave the building through the fire door at the back of the line of children

- **Manager/Deputy**

Will check all persons have left vacated the premises.

- **Visitors/Parents**

Will evacuate following the instruction given to the children taking any extra siblings, but leaving their pre-school child in the care of the staff.

- **The Staff**

Will assemble the children at the fire assembly point located by the side fence in the playground the Deputy/Senior staff member will call the register. If needed the children will be evacuated further following the setting's further evacuation drill in which all staff have been trained.

The Pre-school Leader will report to the Fire Service on their arrival and act on their advice.

Parents will be contacted immediately.

Addresses, telephone numbers, etc. of all children are located in the blue box and register however, in the event that the registers were NOT collected before evacuation a copy of days attended by the children is kept in the cabin.

No-one will go back into the hall unless it is deemed safe by the Fire Officer.

Fire Drill Log

The fire drill record book must contain:

- 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.

This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson