



Old Court Community Pre-School

Station Road, Royal Wootton Bassett

Wiltshire, SN4 8QY

Tel: 01793 849783

Email: oldcourt@talktalk.net



Fire safety and emergency evacuation

Policy statement

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. Downloadable Fire Safety Log Books are widely available free of charge on line. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.



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Fire safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer (annually).
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- 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; and
 - practiced regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.
- Flammable liquids are kept in locked cupboards or containers
- The premises and garden are a non-smoking area and this applies at all times.

Emergency evacuation procedure

When the fire alarm is heard the following action should be taken:

1. Everyone should stop what they are doing
2. A member of staff from the Panda room should check that the gates in the garden are shut but not locked. A member of staff from the Polar Bears room should check that there are no children in the toilets or book corner.
3. All children should be given clear instructions to evacuate the building and led out to line up by the relevant sign for the room they are registered in. The children practise this procedure once a term and staff talk to them about the importance of listening to the adult's instructions.
4. Room leaders are responsible for taking the registers from the building into the garden. The registers should be taken and all children and adults accounted for.
5. A member of staff, usually the Manager or Deputy should call for the fire brigade.
6. In the event of a serious fire/incident all staff and children should make their way to Noremarsh Junior School through the park.
7. Parents will be notified by contacting them on telephone numbers that are recorded on the register for that day.



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Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

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

Fire doors must never be locked or blocked

Fire extinguishers are situated in the following locations in the building:

- On the wall next to the Panda room entrance (water)
- On the wall by the double doors in the kitchen are (water and Co2, for electrical fires)
- Next to the fire exit in the Teddy Tots room (water)
- On the wall in the entrance to the Rainbow Room (water)
- Fire blanket is located on the wall in the kitchen (opposite cooker)
- On the wall in Reception by Teddy Tots door (Co2, for electrical equipment)

This policy was adopted by

Old Court Community

Pre-school

On

01/07/2020

Date to be reviewed

July 2021

Signed on behalf of the provider

Name of signatory

Hannah Carter

Role of signatory (e.g. chair, director or owner)

Chairperson