

## ***Fire Safety and Emergency Evacuation Policy***

### Aim:

We ensure Playdays Preschool presents 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 our fire officer, or fire safety consultant.

### Method:

The basis of fire safety is risk assessment. These are carried out by a qualified contractor and reviewed regularly by the fire warden.

The named fire warden for Playdays Preschool is Angela Russell. They will have received training in fire safety sufficient to be competent to carry out a risk assessment, this is a written document and is kept in the office. The document follows the guidance as set out in Fire Safety Risk Assessment – Educational Premises.

Fire doors are clearly marked and never obstructed and easily opened from the inside. All of our external doors open outwards.

Smoke detectors and alarms and firefighting appliances conform to BSEN standards and 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 throughout the building, explained to new members of staff, volunteers and parents, and practised at least once each term. Records of fire drills and the servicing equipment are maintained by the Fire Warden.

The fire alarm system is tested weekly and recorded in the fire and evacuation log book.

### Emergency Evacuation Procedure

Evacuation procedures are tested at a minimum of once per term. It should include:

How children are familiar with the sound of the fire alarm

How the children, staff and parents know where the exits are.

How children are led from the building to the assembly point

How long it takes to get the children out safely.

Who calls the emergency services and when in the event of a real fire.

How parents are contacted.

We record in the fire and evacuation log book the date, and time of the drill, how long it took, whether there were any problems that delayed evacuation and further action to improve the drill procedure.

### Legal framework

Regulatory Reform (Fire Safety) Order 2005

### Further Guidance

Fire Safety Risk Assessment – Educational Premises HMG 2006