



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
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 Telephone: 07742 228077
 Website: www.woodhammortimerpreschool.org.uk
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

HEALTH AND SAFETY

General Welfare Requirement: Suitable Premises, Environment and Equipment
 Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose

3.4 – FIRE SAFETY AND EMERGENCY EVACUATION POLICY

FIRE SAFETY

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 our Fire Officer, or Fire Safety Consultant.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	N/A	3.3 The learning environment 3.4 The wider context	N/A

PROCEDURES

- The basis of fire safety is risk assessment. These are carried out by a ‘competent person’
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the *Fire Safety Risk Assessment – Educational Premises* document
- We ensure that we 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 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 and are:
 - ❖ clearly displayed in the premises
 - ❖ explained to new members of staff, volunteers and parents and
 - ❖ practised regularly at least once every six weeks
- Records are kept of fire drills and the servicing of fire safety equipment

EMERGENCY EVACUATION

In the event of a fire or critical incident, Woodham Mortimer Pre-School will evacuate the premises in a way that ensures that all children and adults are safely led away from the building and that adults do not take any undue risks. The safety and well being of the children will be of paramount importance at all times.

- Our aims are that:
 - ❖ No child or adult will take unnecessary personal risks
 - ❖ Staff fully understand the required procedures and understand their role
 - ❖ Staff will follow day-to-day procedures to reduce the risk of fire
 - ❖ We will follow the advice given by the Fire Brigade, Policy and our local Health and Safety Officer

Method

- We will have a fire procedure displayed on the wall
- We will have a fire drill during each session for one week in each half term of which a record will be kept stating the date and duration of the fire procedure, along with the outcome of the fire drill
- We will ensure all staff receive training on fire procedures
- We will perform a formal risk management assessment annually and will monitor risks on a daily basis
- We will keep registers of children, staff and visitors to the Pre-School for each session

The Evacuation Procedure Will Be As Follows:

- The alarm will be raised by the member of staff finding the fire shouting fire loudly
- The Supervisor collects the register box and assembles the children at the fire door
- The Supervisor opens the fire door, the Supervisor stands outside of the fire door to ensure the children go to the outdoor play area, counting the children as they exit the hall
- Any visitors should exit the hall after the children, if a visitor has a child with them that is not included in the school register for the day, that child remains the responsibility of the visitor at all times
- Another member of staff as delegated by the Supervisor accompanies the children and assembles the children on the higher outdoor play area
- The Deputy Supervisor or member of staff delegated by the Supervisor collects the telephone, keys, ensures all rooms are empty and closes fire doors as they exit
- The Supervisor takes the register once in the outdoor play area
- The Deputy Supervisor or member of staff delegated by the Supervisor, telephones for the fire brigade in the case of a real emergency (not for a fire practise)
- When there is no risk, the children and staff re-enter the building and complete another head count

Fire Exit Locations

- 1 Fire Door in Main Hall**
- 2 Main entrance in the Foyer**

In the event that the building needs to be fully evacuated:

- After the emergency services have been contacted, all efforts will then be made to contact parents / carers on the emergency contact numbers provided
- We will seek a safe haven for the children at one of two neighbouring houses

Kellie Jewell	Sarah Day
3 Falkland Green	The Orchard
Post Office Road	Post Office Road
Woodham Mortimer	Woodham Mortimer
01245 226224	01245 221638

Both of which have given prior permission for the Pre-School to use them as a safe haven

- As many staff as possible will stay with the children for as long as necessary. No child would ever be left without a member of staff with them
- In the event of a fire / critical incident, if your child cannot be collected and staff members need to return to their homes, the child will accompany a senior member of staff home. A message will be left, if possible, for the parent and police or our local social care department would be informed of the staff members address and the name of child
- If the Pre-School needs to close all efforts will be made to inform parents before opening times. Staff will attempt to ring parents, we will notify the local radio station and put notices on the exterior doors if possible
- It is impossible for the Pre-School to plan for every emergency which may arise, however, every effort will be made for the safety and convenience of Woodham Mortimer Pre-School families

In the event of a fire / critical incident, Ofsted and any other relevant agencies will be contacted. The incident will be logged on the Major Incident Book. Staff and Committee Members will be informed as soon as possible.

The fire drill record book will 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.

LEGAL FRAMEWORK

Regulatory Reform (Fire Safety) Order 2005
www.opsi.gov.uk/si/si2005/20051541.htm

FURTHER GUIDANCE

Fire Safety Risk Assessment - Educational Premises (HMG 2006)
www.communities.gov.uk/publications/fire/firesafetyrisk6

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School

Date of Meeting	_____
Review Date	<u>January 2011</u>
Signed on Behalf of Woodham Mortimer Pre-School	_____
Name of Signatory	<u>Kayte Terrett</u>
Role of Signatory	<u>Chairperson – Woodham Mortimer Pre-School Committee</u>