

Chollerton Pre-School Ltd

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Reg. Charity 1132501 Company No. 07005338



Chollerton Preschool **Fire safety and emergency policy**

At Chollerton Pre-school we ensure our premises present minimal risk of fire by ensuring the highest possible standard of fire precautions. The pre-school leader / manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer.

Procedures

- The basis of fire safety is risk assessment. These are carried out by a 'competent person'
- The preschool leader / manager has received training in fire safety sufficient to be competent to carry out a written risk assessment
- 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 the same procedures as Chollerton first school and are clearly displayed in the setting

These procedures are -

- explained to new members of staff, students and volunteers as part of the induction process to parents / carers when visiting the Pre-school
- practised regularly at least once every half term as and when Chollerton first school have theirs
- records are kept of fire drills and the servicing of fire safety equipment in the fire safety file in the office

Emergency Evacuation Procedure

Practice drills include:

- Familiarising children, staff, volunteers and students with the sound of the fire alarm
- Familiarising the children, staff, volunteers, students and parents / carers with the fire exits
- Practising how children are led from the building to the assembly point
- Practising how they will be accounted for and by whom
- Monitoring how long it takes to get the children out safely
- Clear responsibility for who calls the emergency services and when in the event of a real fire
- Staff knowledge of how parents / carers are contacted

The fire drill record book contains -

- Date and time of the drill

- The number of children and adults present
- How long it took
- Whether there were any problems that delayed evacuation
- Any further action taken to improve the drill procedure

Fire drills are held every 1/2 term as and when Chollerton first school have theirs, these will be on different days, and a record is kept of them. Heaters and electric points are adequately guarded. Fire extinguishers are checked monthly. Emergency lighting and smoke detectors are checked every six months by a competent contractor at the same time as Chollerton first school. Fire doors are never obstructed. Members of staff are aware of the position of the fire fighting equipment, familiar with their use and know the location of the fire exits and escape routes.

If you have any question regarding this policy, then please speak to a member of staff.

This Policy has been agreed by the Chollerton preschool committee

Signed by Pre-School Manager

Signed on behalf of the committee

This Policy was reviewed in June 2023