



SCALLYWAGS PRE-SCHOOL, HALWILL

FIRE SAFETY AND EMERGENCY EVACUATION (formerly Fire Drill Procedure)

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 Record is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. 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 follow the Government guidance Fire Safety Risk Assessment – Educational Premises (HMG 2006) (available at www.gov.uk)
- 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
- Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

Fire Safety precautions taken

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside

- The Parish Hall Committee ensures 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.
- Portable Appliance Testing of electrical equipment is carried out annually by a competent person. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures:
 - 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.

Fire Drills

We hold fire drills half-termly and record the following information about each fire drill in the Fire Safety Record:

- 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

Emergency evacuation procedure

On discovering a fire or hearing the fire alarm:

1. Immediately raise the alarm - either by blowing the whistle or by shouting FIRE in a loud, clear voice.
2. All children and adults should then immediately stop what they are doing and look at the person blowing the whistle or shouting FIRE.
3. The children should line up at an appropriate exit on the instructions of the staff member in charge of that session.
4. The staff member in charge of that session should collect the register; the deputy should collect the mobile phone.
5. The play leader opens the appropriate door. The children and the staff member in charge should leave the building with at least one helper bringing up the rear.
6. WITHOUT TAKING PERSONAL RISK, any remaining Assistant/Helpers should check the cupboard and all of the rooms, and may tackle the fire, if possible, with the appliances provided.
7. When out of the building all persons should proceed to the initial assembly area in the outside play area, the main car park or by the Playing Field main gate, dependent on where the fire is situated.
8. The staff member in charge will call the register to ensure that no one has been left in the building.

9. At the same time the nominated person (helper) will call the Emergency Services, dialing 999 and asking for the Fire Service, giving them the full address clearly: Halwill Parish Hall, Halwill Junction, Beaworthy, Devon, EX21 5XR. Scallywags mobile phone number is 07552238793.
10. If it is not safe to remain at the assembly point or the weather is particularly inclement the children should be escorted to either the Junction Inn or Halwill Primary School for shelter. If staff ratios allow, one helper should stay in a safe position and await the arrival of the Fire Service.
11. In case of a fire the parents should be contacted in order that they can collect their children or make arrangements for their collection as soon as possible. A copy of the emergency contact details will be kept at the Primary School and a copy will be kept securely in the Pre-School Register.
12. People should not stop to collect personal belongings.
13. People should not re-enter the building until told by the Fire Service that it is safe to do so.

Legal Framework

Regulatory Reform (Fire Safety) Order 2005

Further Guidance

Fire Safety Risk Assessment – Educational Premises (HMG 2006)

This policy and procedure replaces the previous “Fire Drill Procedure” document most recently reviewed on 28 January 2015.

This policy and procedure was adopted at a meeting of Scallywags Pre-School held on

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Signed on behalf of the Pre-School

If you require clarification of any part of this policy, please speak to the Administrator.