

## 8.0 SAFETY & SUITABILITY OF PREMISES, ENVIRONMENT AND EQUIPMENT

### 8.2 FIRE SAFETY & EVACUATION PROCEDURE

To ensure the safety and well being of all children, staff and volunteers at Teddy Bears Pre-School, we ensure that all are made aware of the correct Fire Drill Procedures in the case of an emergency. The following guidelines have been put in place:

- Fire Drills will be held at least once a term. (Conducted by the designated Fire Warden)
- A register of both adults and children will be completed as people arrive and leave, so that a complete record of all those present is available in any emergency.
- There will be no smoking on or around the premises.
- A correctly stocked first aid box will be available at all times.
- Fire extinguishers will be checked annually and staff will know how to use them.
- PAT testing of electrical equipment will be checked annually.

A. Procedure to be followed in the event of a fire inside the building

Evacuation of the children inside the building:

- The designated Fire Warden of the day will blow the whistle or the hall fire alarm will sound.
- Do not stop to pick up personal belongings.
- Everyone will stop what he/she is doing and move towards the nearest fire exit
- The Fire warden will collect the register and a telephone/mobile. In case of fire causing electrical fault, which may prevent the landline from working, a mobile phone is stored next to the landline.
- The remaining staff and parent/carer helpers will supervise the children out of the building.
- The second member of staff in hall will check the toilets, kitchen and other areas of the hall.
- The children will be escorted to the gravel car park and assemble at the five-bar gate.
- The Fire Warden will call the register, while another member of staff telephones the fire brigade;
  - If necessary, parents/carers will be contacted to collect their children as quickly as possible.
- During a Fire Drill, once the register has been called and everyone is accounted for, the children will then be escorted back into the building, where the register will be called again.

- In low risk situations, where it is safe to do so, staff members may attempt to extinguish the fire.

B. Procedure to be followed in the event of a fire outside the building

Evacuation of the children outside the building:

- Staff member to blow the whistle.
- Everyone to stop what they are doing.
- One staff member to guide children back into the hall and shut door behind himself/herself or away from the hall dependent upon where the fire is.
- Second staff member to check outside area for children and then return to building.
- Once all members of staff, parents/careers, children and visitors are in hall the Manager/Deputy Manager to call register, whilst another member of staff deals with the problem outside (phones relevant organisations).

**This policy was adopted by:** Teddy Bears Pre-School

**On:** 19th February 2015

**Review date:** November 2016

**Signed on behalf of provider:** Signed 10<sup>th</sup> December 2015

**Name of signatory:** Karen Ashcroft

**Role of signatory:** Chair